

- C. Are all such transactions at the official rate of exchange and is this the rate reported to STATSCAN on the monthly report?
- D. If Canada-based staff are consistently filing "nil" reports am I provided with adequate explanation regarding their obtaining of local currency?
- E. Did I complete and forward the Annual Currency Conversion Report to ABDE last November?

25 TRANSFERS OF PERSONAL FUNDS [IF APPLICABLE]

- A. Did only Canada-based employees, DND secondees or CIDA Co-operants transfer surplus personal local funds to Canada via mission accounts?
- B. Were the limits of the amount of a posting loan under FSD 10 for Canada-based staff and DND secondees and the limit of \$10,000 for CIDA co-operants respected and was only one deposit accepted during a posting?
- C. Did I ensure that the funds represent only proceeds acquired legally from authorized sources and transactions, do not constitute an abuse of privilege and are not contrary to the Code of Conduct and Conflict of Interest Guidelines?
- D. Did I approve the transfers after the employee had certified that the amount deposited represented only proceeds from the sale of a personal automobile or other durable goods?
- E. If surplus personal funds cannot be processed in the current accounting period did I approve the practice of holding such funds in trust? If so, are the funds adequately controlled, secured and accounted for?