

Service StandardsControl Standards

7. **ADVICE, COUNSEL:**
- Must be qualified, experienced, and available within 48 hours normally, and immediately in case of urgent matters.
8. **BANKING RELATIONS:**
- Must be well maintained to ensure that the overall payment system functions smoothly, which is important if cheques are to be honoured promptly, and funds are to be available at all times.
9. **CASH MANAGEMENT:**
- On any given day, must have a bank balance that is sufficient to cover the cheques that will clear that day.
10. **REVENUES:**
- Provide an appropriate safeguarding and control mechanism.
11. **PAYROLL:**
- Financial managers should ensure that all employees are paid correctly and on time. Employees should be on the regular payroll by the first pay period following the date of employment. Changes to employee records should require a maximum of 10 days advance notice.
12. **ADVANCES:**
- Notification of the approval of the advance, and payment of funds is required within five days. Reimbursement (if any) of the submitted claim must be within five days.
- Financial advice should be reliable, and reflect the spirit of and the precedents regarding the Department's regulations.
- Any changes to banking arrangements (e.g. number of accounts, account terms, overdraft procedures) must be approved by Ottawa. Periodic reviews and evaluations of existing arrangements should be done by the Post.
- Cash balances must be monitored daily, and appropriate action taken. Balances are to be minimized while avoiding overdrawn positions.
- All revenues must be accounted for and safeguarded against loss. Deposits to be made in accordance with F.M.M. Section 3.9.
- Calculations of pay and benefits must be exact and payment must only be made in respect to actual work performed. Distribution of pay must be controlled. Understanding of local pay statutes is required.
- Must be accurately recorded, monitored and controlled. The size of advances must be reasonable.