

The *Finance Division* provides a wide range of accounting and financial services to the Department, including the preparation and submission to the Treasury Board of annual program-forecasts and estimates, the maintenance of financial controls over departmental accounts, fiscal accounting and reporting to the Receiver General, cash forecasting to the Department of Finance, preparation of the departmental section of *Public Accounts*, and the verification of expenditures and revenues to ensure compliance with Parliamentary, executive and departmental authorities.

As a result of the integration of administrative support services for foreign operations, the division determines the financial procedures followed by all Canadian Government departments at posts.

The division also provides advise and assistance to headquarters bureaux and divisions and to posts on accounting and reporting and on the interpretation of policy guidelines and regulations, supervises the management reporting system, arranges payments of grants, contributions and assessments to international organizations, administers two working-capital advances to finance post operations and loans to Government employees posted abroad, provides revenue-accounting and collection services and prepares special forecasts and statements as required.

The *Management Services Division* acts, in general, as an internal management and systems consultant for the Department. It studies particular situations and problems at headquarters or posts.

A particular aim of this division is the gradual development of an integrated management-information system to serve all the needs of the Department. To attain this goal, the division is responsible for reviewing and assessing, before they are implemented, all new computer applications proposed anywhere in the Department. In addition, the division programs all computers after they have been installed.

The *Matériel Management Division* is responsible for ensuring the adequacy of matériel⁽²⁾ support for those Canadian Government posts and agencies outside Canada whose operations have been integrated for administrative support, as well as for the Department of External Affairs headquarters. Its detailed responsibilities include determination of requirements, cataloguing, shipment and distribution, storage, maintenance and repair, accounting for assets on hand and ultimate disposal of matériel when it is beyond further use. Of particular significance is the procurement, through selected sources, of furnishings and equipment for chanceries, official residences and staff accommodations, including the develop-

(2) Defined by the Treasury Board as all moveable public property except money obtained by a department in support of its operations.