

Bureau of Finance and Administration

The *Bureau of Finance and Administration* provides services to the Department through six divisions: *Central Services, Finance, Foreign Travel and Removal Service, Management Services, Matériel Management and Property Management*. In accordance with the Government's policy, the Department has adopted a system of financial management that decentralizes responsibility and provides an improved framework for relating resource requirements to program plans and objectives. A complement of five area comptrollers reporting to the Director-General of Finance and Administration act as budget-control officers and financial-management advisers to the posts and missions abroad. Throughout the year, the Bureau was involved in the process of integrating into a single agency the support services for most Government operations abroad, which will enable the Government to provide administrative support for foreign operations in a modern and realistic manner.

Central Services Division

The Central Services Division provides a variety of common support services to the Department at headquarters in Ottawa. It develops the detailed requirements for office accommodation, furnishings and equipment in the new headquarters building including security, communication, reception and conference facilities. The Division prepares programs for the allocation of space in some ten buildings and provides the necessary liaison with the Department of Public Works on such matters as the cleaning, redecoration, repair and alteration of offices.

The Division is responsible for the preparation and editing of manuals, reports and circular documents required for the efficient administration of the Department.

The Division administers telephone services and parking at headquarters. It co-ordinates the administrative procedures involved in the opening of new posts, and edits post reports. The Division is also responsible for planning and the subsequent operation of a data-processing unit to service all divisions of the Department.

Finance Division

The Finance Division has two major responsibilities -- the co-ordination and collation of annual departmental program forecasts and estimates for submission to the Treasury Board, and the maintenance of specific and general financial controls over all departmental accounts.

As a result of amendments to the Financial Administration Act during 1969, the Division became responsible for various functions previously exercised by the Comptroller of the Treasury. These include fiscal accounting and reporting to the Receiver General, cash control, preparation of the departmental section of Public Accounts, and the performance of an internal financial audit on all transactions to ensure compliance with Parliamentary, executive and departmental policies and regulations