

The Central Services Division is responsible for the preparation, editing and publication of manuals, reports and circular documents required for the efficient administration of the Department. The division is also engaged in the printing of a broad range of manuals, forms, reports, circulars and booklets for internal use and external distribution.

A number of special services are provided by this division, including charity campaigns and the sale of Government bonds. It organizes blood-donor clinics, first aid and fire-prevention programs. The division administers the Incentive Award Program, as well as parking and telephone facilities at headquarters. Central Services co-ordinates the administrative procedures in connection with the opening of new posts and edits post reports. It is also responsible for the planning and the subsequent operation of a data-processing unit to service all divisions of the Department.

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. Pursuant to the Financial Administration Act, the Under-Secretary is now responsible for auditing and accounting functions previously exercised by other branches of the Government. These functions, which include fiscal accounting and reporting to the Receiver-General, cash control, preparation of the departmental section of *Public Accounts*, and the auditing of all expenditures to ensure compliance with parliamentary, executive and departmental policies and regulations, have been delegated to the Finance Division. As a result of the integration of administrative support services for foreign operations effective April 1971, the division assumed responsibility for the financial procedures followed by all Canadian posts in accordance with the new Foreign Service Financial Directive. The division also provides advice and assistance to other divisions and to posts on accounting and reporting and on the interpretation of Government authorities and regulations, arranges payment of 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 forecasts and special statements as required.

The *Foreign Travel and Removal Service Division* exists for the purpose of making travel and removal arrangements for departmental personnel and, in accordance with the integration measure referred to above, for the foreign-operations personnel of the Department of Industry, Trade and Commerce and the Department of Manpower and Immigration. One of the major objects of this division is to implement organizational and procedural improvements to provide efficient, personalized travel and removal arrangements. A second important aim is to ensure that standards and entitlements are specified and exercised in an equitable and consistent manner. To this end, travel and removal directives and guide-lines are in preparation that will be designed for foreign rather than domestic operations.