

CHAPTER 1. INTRODUCTION

The Budget and Finance Section (ADAF) of the Personnel Policy and Planning Division (ADA) is responsible for the preparation of budgets, financial forecasts, expenditure and person-year utilization controls, and financial advice for the Personnel Branch. Departmental Canada-based salaries and benefits, Foreign Service Allowances, relocation costs, temporary duty travel, training, hospitality and related budgets are monitored by ADAF. In addition, the Section has delegated responsibility under Section 26 (Payment Authorization) of the Financial Administration Act for salaries and wages, and is responsible for the preparation of the Salary and Foreign Service Allowance Costing Schedules for the Main Estimates.

The Director, ADA, requested a study of the present manual procedures and accounting techniques in ADAF as it was becoming more difficult for the section to respond to information requests in an efficient manner. It was also felt that the existing procedures are out-dated and do not lend themselves to increased productivity.

A preliminary survey was conducted to define the scope of the study more clearly, and study Terms of Reference, Appendix "A", were subsequently finalized and signed on October 14, 1983.

The following Personnel Branch budgets by reporting object give some idea of the size and complexity of ADAF's responsibility:

Salaries	\$133,359,322
Overtime	49,000
Allowances & Benefits	3,147,000
Foreign Service Allowances	36,342,000
Travel	2,737,732
Domestic Relocations	436,000
Foreign Relocations	21,839,000
Advertising & Publications	16,000
Professional Services	1,810,268