

- supervising the receipt, verification and transmission to the Chief Treasury Officer of monthly expenditure data from the posts via the telecommunications system
 - supervising the development of departmental expenditure and revenue codes and the preparation of coding manuals in accordance with the directives of the Treasury Board
 - collecting and analyzing statistics on the operation of various parts of the system such as late reporting, transmission errors, coding errors etc. and initiating the appropriate corrective action
 - reviewing all accounting records maintained and all reports produced in the Department on a regular basis in order to assess their continued usefulness and the need for changes in their format or content.
6. Supervises the financing of posts abroad by:
- estimating the net monthly requirement at each post, taking into account anticipated revenue
 - arranging for the issuance of letters of credit in appropriate amounts to each post
 - reviewing periodically the amount of monthly disbursements at each post and the balance on deposit in the post bank account at the end of each month in order to identify any seasonality in the cash requirement or the need for an adjustment to the letter of credit
 - ensuring the prompt processing of post expenditure data received at headquarters, so that the revolving fund can be reimbursed.
7. Supervises the collection of and accounting for revenue, and initiates write-off action on uncollectible accounts.
8. Ensures the control of expenditures within primary allotments by:
- preparing the annual letter to the Treasury Board specifying the primary allotments for control purposes and the allocation of funds between these allotments
 - directing the preparation of financial encumbrances as required to instruct the Chief Treasury Officer as to the intended use of funds by responsibility centres financed by District Treasury Offices abroad and those financed by the departmental Treasury Office