

ADAF is responsible for investigating and correcting incorrect overtime charges for all responsibility centres. Also the year end PAYE (Pay Extended) adjustments for all overtime worked the previous fiscal year, but paid in the current fiscal year, are prepared in ADAF.

2.6 BUDGETING/ESTIMATES

ADAF is responsible for the preparation of the Salary and Allowance Costing Schedules for the main estimates. The procedure involves using the previous fiscal year/end Monthly Salary Summary Sheet (Section 2.1) and updating the salary figures with any retroactive pay actions that have occurred during the current fiscal year to arrive at a correct year end average salary by occupational group. A similar procedure is used for the allowances.

The ADAF budgeting process on behalf of the Personnel Branch requires the costing of branch travel, branch overtime, branch capital funds requirements, etc., in addition to departmental salaries, allowances and relocations. This requires a review of prior year expenditures, the gathering of statistics, reviews of the managers' plans, gathering of information on price increases and the development of standard costs. During the year these figures and underlying assumptions (price increase data, etc.) must be reviewed when completing the monthly financial forecasts for the branch.

As part of the budgeting process, ADAF responds to requests from many sources on salary and allowance costs, benefit costs under specific situations and a number of "what if" costing situations. In addition, on-going budgetary advice and assistance function is provided to branch personnel regarding the reallocation and the obtaining of funds.