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SECRET

CENTRAL INTELLIGENCE GROUP

Personnel and Administration Branch

Finance Division

Fiscal Section

The Fiscal Section directs and supervises the activities relating to vouchered financial operations of the agency; such as, coordinating all laws and regulations applicable to the expenditures of vouchered funds, accounting for such funds, processing and auditing vouchers, preparing payrolls, transferring and disbursing funds upon proper authority.

		Positions	Manyears	Amount
Personal Services	25X1A1a	[redacted]		

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CENTRAL INTELLIGENCE GROUP

FISCAL SECTION

OFFICE OF THE CHIEF

Provides executive and administrative decisions for the Section; coordinates all laws and regulations applicable to the vouchered financial operations of the agency; handles special financial problems.

Travel

Processes travel vouchers, travel authorizations, advances and transportation requests and vouchers applicable to agency travelers; audits claims of other agencies for reimbursement for travel performed on behalf of this agency.

Miscellaneous Claims

Performs the audit on all miscellaneous claims with respect to validity and correctness; corresponds with claimants incident to the reconciliation and verification of records.

Disbursing Office

Effects all payments on behalf of the agency by check or cash resulting in direct charges against agency funds; maintains cash control ledgers and books for reporting and reconciliation with accounts covering special and regular fund disbursements; effects transfers of cash to special officers.

Accounts

Maintains allotment and distribution ledgers relative to expenditures and receipts; prepares periodic reports on expenditures and obligations; processes all bills, collections, adjustments and transfer and counter warrants.

Fiscal Processing

Coordinates flow of incoming work and performs service functions for the Section; maintains files and records of all Fiscal Section documents; serves as training unit for Sections.

Payroll & Leave

Prepares and audits payrolls; effects salary payments; maintains leave records; records and reports all retirement, bond and income tax deductions; processes financial arrangements relative to overseas personnel and audits all living and quarters allowance payments.

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