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BUDGET STAFF - STATEMENT OF FUNCTIONS

1. Is responsible to the Executive to develop, prepare and present annual budget requirements for each fiscal year, and provide staff advice to the Agency on all matters of financial and budget policy.
2. In coordination with the Management Staff and in continual consultation with CIA activities, ascertains and develops annual budget requirements on a continuing basis throughout each year.
3. Conducts liaison with the Bureau of the Budget on CIA matters.
4. Establishes and controls liaison with other Agencies in connection with budget matters.
5. Coordinates with the Management Staff in establishing personnel ceilings.
6. Operates as a central point for all matters of budget and policy and procedures.
7. Interprets the regulations and procedures of the General Accounting Office, Treasury Department and the Bureau of the Budget, coordinating in the Legal Staff when necessary.
8. Coordinates closely with the Coordination, Operations and Policy Staff, and the Management Staff, in the implementation of the Agency Management Improvement Program.
9. Formulates and administers a budgetary program which will ensure a continual balance between funds and activity requirements, and an effective and orderly program of expenditures.
10. Maintains budgetary accounting of funds expended.

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