

*Memo for Chief, Finance
from Acting Chief, [redacted] 12 June 1947
subject - Draft - Organization + Functions, [redacted]*

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There is established within the Budget and Finance Division a

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[redacted] which is responsible for the administration of the agency budget program and the development of the annual budget.

Established within the [redacted] are the following

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operating units:

1. Office of the Chief

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[redacted]

Their functions and responsibilities are as follows:

1. Office of the Chief

- (a) Provides overall supervision and administrative direction over the activities pertaining to the administration of the budget program;
- (b) Directs the development of estimates and preparation of necessary budgetary data;
- (c) Supervises the preparation of internal reports as required in the administration of the budget program;

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- (d) Directs the maintenance of budgetary records and the preparation of reports to the Bureau of the Budget covering funds requirements and personnel needs.

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2. 

- (a) Prepares the annual call for estimates prescribing the specifications to be followed by CIG organizational units in submitting their estimates and consults with branches in the preparation of their annual estimates.
- (b) Prepares the annual agency budget document for presentation to the Bureau of the Budget and the appropriation committees, including the development of financial data, drawing up statements of justification and the preparation of schedules of statistical information, in the form prescribed by the Bureau of the Budget.
- (c) In coordination with operating officials prepares analytical reports and estimates of additional funds requirements in connection with the development of new projects or changes in current programs.

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- (d) Maintains the agency's operating budget.

Continuously analyzes the financial reports and makes recommendations to the Chief,

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██████████ concerning the status of agency funds.

- (e) Maintains budgetary controls over the agency's appropriated funds. Responsible for the preparation of the quarterly statement of apportionments, "Request for Apportionment" (Form 1) as prescribed by the Budget-Treasury Regulation #1, Revised, and "Requests for Revision of Apportionments". (Form 2)
- (f) Ascertains the needs for adjustments in allotments of funds and prepares all Advices of Allotment Authorization.
- (g) Develops allotment account charts and assigns allotment account symbols to accounts established within the CIG.
- (h) Recommends methods for recording and reporting obligations incurred by departmental and overseas installations, in connection with the administration of the budgetary program.

- (i) Reviews obligation instruments and establishes and maintains budgetary control records over recurring contractual obligations in connection with analyses of rates of obligation of funds.
- (k) Prepares financial and statistical reports as required by the War Department, Congressional committees, the Bureau of the Budget and the Budget Officer, CIG.

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- (a) Maintains the necessary budgetary personnel records as required in connection with the development of the annual agency budget document and the administration of the budget program.
- (b) Prepares the agency quarterly report of personnel requirements as prescribed by the Bureau of the Budget.
- (c) Prepares periodic and special reports on personnel positions and personal services as required by the Bureau of the Budget, War Department and the Budget Officer including monthly and weekly

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reports reflecting complete distribution of CIG personnel by type and region, and daily reports of CIG personnel strength by organizational unit and type of personnel (vouchered, unvouchered and military).

- (d). Reviews and processes all CIG personnel actions required for budget purposes and prepares monthly reports of obligations incurred for personal services.

- (e) Currently accumulates man years service data for use in the development of the annual CIG budget document. Maintains the personnel locator file on CIG vouchered and military personnel.

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