

25X1A

Revised Functions

- (1) Administer the budget program of the Agency and supervise the preparation of the ^{estimate} annual budget and develop the ^{annual budget in coordination with operating officials}
- (2) Control appropriations, apportionments and allotments of funds and prepare financial and statistical reports required by the Bureau of the Budget, Congressional Committees and the Chief, Budget and Finance Division.
- (3) Analyze financial reports and prepare recommendations concerning the ^{utilization} status of agency funds.
- (4) Develop allotment account schedules and assigns allotment account symbols ^{for} (to) ^{to be} accounts established within the Agency.
- (5) Prepare ~~internal~~ ^{operating} methods and procedures for recording and reporting obligations incurred by departmental ^{and} overseas installations.
- (6) Review obligation instruments, ^{documents} establish and maintain budgetary control records ^{on} (over) recurring contractual obligations in connection with analyses of rates or obligations of funds.
- (7) Maintain ^{existing control} necessary budgetary personnel position records ^{as necessary} for budget purposes ^{for} required in connection with the development of the annual agency budget and the administration of the budget program.
- (8) Prepare the Agency's quarterly estimate of personnel requirements as prescribed by the Bureau of the Budget.
- (9) Prepare periodic and special reports on personnel ^{strength} positions and personal services as required by the Bureau of the Budget and the Budget Officer, including daily, weekly and monthly reports reflecting complete distribution of CIO personnel by type and location.

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and on payments of

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related

(9) Currently accumulates many year service and statistical data for utilization ^{use} in the development of the annual CIG budget.