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11 June 1947

Chief, Finance Division

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Acting Chief, [REDACTED]  
Organization of the Budget Division

There is established within the Budget and Finance Branch a Budget Division which is responsible for the administration of the Agency budget program and the development of the annual budget.

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Established within the [REDACTED] are the following operating sections:

1. Office of the Chief

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[REDACTED]

The functions and responsibilities of these sections are as follows:

1. Office of the Chief. Provides overall supervision and administrative direction over the activities pertaining to the administration of the budget program; directs the preparation of estimates and other budgetary data; supervises the preparation of internal reports as required in the administration of the budget program, the maintenance of budgetary records and the preparation of reports covering funds requirements and personnel needs to the Bureau of the Budget.

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[REDACTED]

(a) Prepares the annual call for estimates for notifying CIG branches to submit their estimates of requirements for the budget year.

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Prepares the annual Agency budget document including the development of financial data, justification statements and schedules of statistical information, etc., as 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. ✓

(d) Maintains the Agency's operating budget and analyzes the development of CIG office budget programs for comparison with the annual budget for the fiscal year. ✓

(e) Prepares financial and statistical reports as required by the Bureau of the Budget, Congressional committees and the Chief, Finance Division.

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2. [REDACTED]

(a) Maintains budgetary control record over the Agency's appropriated funds.

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(b) In coordination with the [REDACTED] prepares the quarterly "Request for Apportionments" (Form 1) as prescribed by the Budget-Treasury Regulation #1, Revised.

(c) Controls the issuance of "Advices of Allotment Authorization". ✓

(d) Reviews obligation instruments and maintains budgetary records over rate of obligations.

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(e) Prepares financial and statistical reports as required by the War Department, Congressional committees and the Bureau of the Budget.

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Prepares periodic and special reports on personnel positions as required by the Bureau of the Budget and the Chief, Finance Division. Maintains personnel records as required in connection with the development of the annual Agency budget document. (i.e. current maintenance of man years.)

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