

TABLE OF CONTENTS

1.	Effective Date	2
2.	Application.....	2
3.	Context.....	2
4.	Objectives and Expected Results	4
5.	Requirements.....	4
	General.....	4
	Segregation of Duties and Conflicts of Interest	6
	Losses of Public Money and Personal Liability.....	7
	Limiting or Refusing Requests	7
	Requesting an Accounting, Repayment and / or Recovery	7
	Fiscal Year-End Requirements	9
	Standing Accountable Advances.....	10
	Temporary Accountable Advances	12
6.	Roles and Responsibilities.....	14
	Deputy Minister.....	14
	Assistant Deputy Minister (Finance) / Chief Financial Officer	14
	Level One Advisors.....	14
	Director General Strategic Financial Governance	15
	Director General Financial Operations and Services.....	15
	Corporate Departmental Accounting Office.....	15
	Level One Comptrollers	16
	Regional Departmental Accounting Office Comptrollers.....	16
	Public Funds Accounting Officers	17
	Head-cashier	19
	Sub-cashier	19
	Responsibility Centre Managers	19
7.	Consequences of Non-Compliance	20
8.	References.....	21
9.	Enquiries	23
	Appendix A - Definitions and Acronyms	24

1. Effective Date

- 1.1 This policy is effective on **20 April 2022**.
- 1.2 This policy replaces the following Department of National Defence (DND) / Canadian Armed Forces (CAF) financial management (FM) policies:
- Financial Administration Manual (FAM) Chapter 1016-9 Accountable Advances (29 June 2006);
 - FAM Chapter 1016-9-4 Accountable Advances – Petty Cash (21 June 2006);
 - FAM Chapter 70 – The Working Capital Fund Account (01 September 1988);
 - FAM Chapter 71 – Canadian Forces Unit Working Capital Ledger (01 September 1989);
 - FAM Chapter 73 - Identification and Control of Disbursement Vouchers – Reporting of Expenditures in Working Capital Fund Accounts – Payments by Service Officers (15 December 1993);
 - FAM Chapter 74 – Issue and Control of Accountable Advances (01 April 1990); and
 - FAM Chapter 75 – Delegation of Responsibilities by Accounting Officers to Cashiers (01 April 1989).
- 1.3 The policy was approved by the Assistant Deputy Minister (Finance) (ADM (Fin)) on **20 April 2022**.

2. Application

- 2.1 This policy applies to accountable advances issued by DND / CAF. The policy defines the FM policy requirements for the use, procedures, control, accounting, recovery and reporting of all accountable advance transactions.

3. Context

- 3.1 Unlike most departments that charge accountable advances directly to their budgets, DND / CAF finances its accountable advances via a non-budgetary Parliamentary appropriation (Vote L20b) referred to as the Working Capital Advance (WCA). This funding mechanism was approved by Treasury Board (TB) Minute 741160 dated February 12, 1976. The WCA was established to fund departmental payment facilities (i.e. to fund imprest systems such as cashier installations, petty cash funds, or standing accountable advances in support of operations at locations inside or outside Canada etc.) in recognition of the necessity to preserve DND / CAF's capabilities to respond quickly to crisis situations and to provide operational flexibility.
- 3.2 This is reflected in the Department's Chart of Accounts and is known as the Working Capital Advance Account (Fund B302) used to record accountable advance transactions. In other words, this is a float used to provide accountable advances and budgets are charged after the transactions for which the accountable advances were provided are settled.

- 3.3 The ceiling of the annual advance is set by TB Submission. As per the Public Accounts of Canada - Volume II, Section 1: Summary tables and Appendices - Appendix 3 Authorities available from previous years: "*Appropriation Act No. 4, 2001-2002*, established by Vote L20b – To authorize, in accordance with terms and conditions approved by the Treasury Board, the operation of a National Defence working capital advance in the current and subsequent fiscal years for the purpose of financing public funds imprest and public funds advance accounts, standing advances, authorized loans and advances to employees posted abroad, and authorized recoverable advances to establish military messes and canteens; the amount outstanding at any one time as amended by Vote L16c, *Appropriation Act No. 4, 1984*, Vote L11c of 1991, and Vote L11b, *Appropriation Act No. 4, 2001-2002* shall not exceed \$120,000,000 (Net)".
- 3.4 Once DND / CAF receives its WCA, it is allocated by Director Budget to various Fund Centres as per the Corporate Departmental Accounting Office's (CDAO) Working Capital Fund (WCF) Allocation plan. These Fund Centres are Regional Departmental Accounting Office (RDAO) supported organizational entities that have been assigned a budget (e.g. a Base, a Wing or a Ship, etc.).
- 3.5 Due to the nature and complexity of its programs, DND / CAF faces unique situations that may not be addressed or fully articulated under the TB Directive on Public Money and Receivables, the TB Guideline on Accountable Advances or the *Financial Administration Act (FAA) - Accountable Advances Regulations*. This policy outlines and explains the DND / CAF specific FM policy requirements for accountable advances and related transactions, procedures and processes. It does not generally repeat information stated in TB publications except as required for context and clarity.
- 3.6 This policy must be applied in conjunction with and after reading the following:
- *Accountable Advances Regulations*;
 - *FAA – Section 38 Accountable Advances*;
 - TB Directive on Public Money and Receivables; and
 - TB Guideline on Accountable Advances.
- 3.7 All financial documentation supporting accountable advances and related transactions must be retained for six years from the end of the fiscal year in which the transaction takes place. When an Accounts Receivable is created, all documentation is retained until the account is cleared. When a criminal, disciplinary or recovery action is taken, all documentation must be retained and protected for six fiscal years after the process is completed.
- 3.8 See [Appendix A](#) for the definitions applicable to this policy and a list of acronyms used.

4. Objectives and Expected Results

4.1 The objectives of this policy are to:

- Identify the DND / CAF stakeholders involved with the FM of accountable advances and outline their roles and responsibilities; and
- State and explain the DND / CAF FM policies and practices for accountable advances that are not addressed in the:
 - *Accountable Education and Travel Advances Regulations (Dependents of Members of the Canadian Forces C.R.C. c. 669)*;
 - *Accountable Travel and Moving Advance Regulations (Canadian Forces C.R.C., c.670)*;
 - *Accountable Travel and Moving Advance Regulations (Dependents of Members of the Canadian Forces C.R.C. c. 671)*;
 - *FAA – Section 38 Accountable Advances*;
 - *Accountable Advances Regulations*;
 - TB Directive on Public Money and Receivables; and
 - TB Guideline on Accountable Advances.

4.2 The expected results of implementing this policy are:

- Effective governance, oversight and internal control of accountable advances;
- Key DND / CAF stakeholders are made aware of and understand their roles and responsibilities with respect to accountable advances; and
- Responsible management of accountable advances in accordance with DND / CAF's implementation of the TB Directives, the Federal Government Acts and Regulations as listed in paragraph 4.1 above.

5. Requirements

General

- 5.1 Standing accountable advances are issued from a Fund Centre's (Base, Wing, Ship, etc.) WCF. The sum of all standing accountable advances issued from a Fund Centre's WCF may not exceed the WCF allocation to that Fund Centre (Base, Wing, Ship, etc.).
- 5.2 To request a new WCF, a briefing note, with supporting documentation and Commanding Officer's (CO) approval, must be submitted to the CDAO. For additional information regarding the specific requirements, contact the WCF Operations (Ops) Officer who is also the main point of contact for requesting modifications to WCF funding ceilings and for requesting the closure of existing WCFs. Contact information can be found at paragraph 8.4 below.
- 5.3 As per the applicable financial chain of command, RDAO Comptrollers appoint Public Funds Accounting Officers (PFAOs) as primary custodians responsible for the

operational management of these standing accountable advances where a PFAO is a commissioned member of the CAF who's duties include the Queen's Regulations and Orders (QR&O): Volume III - Chapter 201 - Duties and Responsibilities of Accounting Officers.

In exceptional circumstances due to operational constraints e.g. a commissioned member is not available, an RDAO Comptroller may request that a CO designate a member who is not below the rank of Warrant Officer to fulfil the duties and responsibilities of a PFAO.

Also, a PFAO may sub-allocate portions of their holdings to subordinate custodians. For additional information refer to paragraphs 5.22 'Eligible Subordinate Custodians' and 5.26 under 'Standing Accountable Advances – Maintenance and Control' below.

5.4 An accountable advance is a sum of money advanced to a person (DND employee or CAF member) from an appropriation which remains a liability against the person to whom it is issued until the activity for which it was issued is completed and all supporting documentation is submitted, processed and approved.

5.5 The two types of accountable advances are standing accountable advances and temporary accountable advances:

- A **Standing Accountable Advance** is issued from a Fund Centre's (Base, Wing, Ship, etc.) WCF to a custodian in a specified amount for an indeterminate period for which the custodian (primary or subordinate) is accountable. These are used to fund imprest systems in order to facilitate transactions as outlined in, but not limited to, paragraph 5.30 'Uses of Temporary Accountable Advances'. Examples of imprest systems are cashier installations, petty cash funds, and funds in support of operations at locations inside or outside Canada. Following a reconciliation and accounting of expenditures, standing accountable advances are periodically replenished to their original value unless their use justifies a funding decrease, a funding increase or a complete recovery of the advance i.e. it's no longer needed; and
- A **Temporary Accountable Advance** is issued to a recipient from a standing accountable advance to fund, for a specific period of time, minor purchases, emergency salary advances or claimable expenses resulting from official government travel, relocation, or any other official business, refer to paragraph 5.30, 'Uses of Temporary Accountable Advances'. These are only used when such expenditures cannot be paid directly by using normal payment facilities such as Acquisition / Payment Cards, Individual Designated Travel Cards (IDTC), Departmental Travel Expense Cards (DTEC), or through direct invoicing via the Defence Resource Management Information System (DRMIS). Notwithstanding emergency salary advances, in principle and as per the National Joint Council (NJC) Travel Directive paragraph 1.7, although the allowable expenses listed at paragraph 5.30 below are reimbursable post payment, a temporary accountable advance to those who would have difficulty paying for such expenses and waiting for reimbursement shall not be unreasonably denied.

With respect to temporary accountable advances related to travel, CAF members are governed by the Canadian Forces Temporary Duty Travel Instructions (CFTDTI). Paragraph 4.06 'Advances' - subsection (2) states: "(Authorization) Accountable advances in respect of CFTDTI benefits are authorized to be made to members who are required to travel on duty." Thus, CAF members on temporary duty travel are entitled to receive temporary accountable advances.

- 5.6 The use of ITDCs is the preferred payment method for travel-related expenses given that their use eliminates the need for temporary accountable advances. However, their use is only mandatory for DND executives, CAF senior officers and excluded employees. For additional information refer to paragraph 5.9 of FAM Chapter 1016-7-4 on Travel Cards. It must be noted that benefits from loyalty programs are permissible as per the NJC Travel Directive paragraph 1.2 and that CAF members must adhere to paragraph 4.13 'Loyalty Programs' of the CFTDTI where a member on duty travel may retain loyalty benefits as per the listed restrictions including not travelling as part of a bulk claim. Thus, a member booking travel for a group may not collect loyalty benefits based on an entire group's expenses. The use of a DTEC is recommended for group travel expenses. However, if the operational environment does not support or permit the use of a DTEC an imprest source of funds as described at paragraph 5.5 'Standing Accountable Advances' above, would be more appropriate in such cases. For additional information on DTECs refer to paragraph 5.13.3 of FAM Chapter 1016-7-4 on Travel Cards.
- 5.7 Everyone involved with accountable advances and related transactions is responsible for ensuring these funds are issued only when required, are only used for the purpose for which they were issued, are properly safeguarded, are recorded to the proper fiscal year and are reported on a timely basis.

Segregation of Duties and Conflicts of Interest

- 5.8 Custodians and recipients must not:
- Recommend, approve or release accountable advances for which they could personally benefit either directly or indirectly;
 - Exercise signing authority under Sections 33 and 34 of the *FAA* with respect to any transaction stemming from an accountable advance;
 - Handle accounts receivables; and
 - All CAF members and DND employees are subject to the Conflict of Interest and Post Employment Code for Public Office Holders. For applicable orders and directives see Defence Administrative Orders and Directives (DAOD) 7021-0 Conflict of Interest and Post-Employment, 7021-1 Conflict of Interest, and 7021-2 Post-Employment.

Losses of Public Money and Personal Liability

- 5.9 Individuals are liable for any losses of public money or property under their responsibility resulting from negligence, lack of controls or criminal acts (refer to paragraph 5.10 (below). Also, a CAF member responsible for the receipt, custody and disbursement of public funds is personally responsible to their CO for the proper performance of duties and is personally liable in accordance with QR&O: Volume I - Chapter 38.01 'Liability for Public and Non-Public Property' and QR&O: Volume III - Chapter 201.05 'Financial Responsibilities of Accounting Officers'. Any suspected offence must be immediately reported to the applicable financial chain of command i.e. the CO, or the Level One (L1) Comptroller, if in the National Capital Region, and to the applicable RDAO Comptroller.
- 5.10 Individuals are reminded that *FAA Sections 76 to 82 (Civil Liability and Offences)* as well as the *Criminal Code Sections; 121 – Frauds on the Government, 122 – Breach of Trust By Public Officer, 322 – Theft and 380 – Fraud*, might apply. All individuals should be familiar with FAM Chapter 1019-4 Losses and Overages of Public Money or Property.

Limiting or Refusing Requests

- 5.11 An RDAO Comptroller, PFAO, subordinate custodian or applicable financial chain of command authority, may limit or refuse a request for an accountable advance if the requester is or is frequently delinquent in the submission of the required documentation needed to complete the accounting process for accountable advances already on file i.e. has or often has overdue accountable advances where recovery actions are necessary. This is applicable, as the case may be, to standing accountable advances and temporary accountable advances.

Requesting an Accounting, Repayment and / or Recovery

- 5.12 As per the *Accountable Advances Regulations*, temporary accountable advances must be accounted for no later than 10 working days after the purpose for which the advance was made is completed and recipients must fully refund the unspent balance of their advances in a single payment.

This requirement is aligned with the CFTDTI (applicable to CAF members) where paragraph 4.06 'Advances' subsection (4) states: "(Recovery) Any travel advances issued to a member shall be recovered after the member returns from duty travel." Furthermore, CFTDTI paragraph 4.07 'Overpayments' cites QR&O article 201.05 'Financial Responsibilities of Accounting Officers' where an accounting officer is required to seek recovery of any overpayment. Paragraph 4.07 also cites QR&O article 203.04 'Overpayments' subsection (2) which states: "If an officer or non-commissioned member accepts a payment in excess of the entitlement due, the officer or non-commissioned member shall report and refund the amount of the overpayment to the accounting officer of the base or other unit or element where the officer or non-commissioned member is present." Lastly, QR&O article 203.04 'Overpayments' subsection (3) states: "Refund of the amount of an overpayment shall

normally be made by an officer or non-commissioned member in either a lump sum or by monthly deductions in the pay account in amounts not less than the monthly rate at which the overpayment was made. In exceptional circumstances, the Chief of the Defence Staff may extend the period of recovery and authorize a lesser rate of repayment.”

Also, an RDAO Comptroller, PFAO, or applicable financial chain of command authority may, at any time in consultation with the responsible RDAO Comptroller, demand an accounting and repayment of an accountable advance (standing or temporary) by providing written notice to the primary custodian, subordinate custodian or recipient as the case may be. As per sections 7 and 8 of said *Regulations* the primary custodian, subordinate custodian or recipient shall, no later than 30 days after receiving such notice, provide an accounting and make the repayment in full in a single payment.

- 5.13 Furthermore, as per the TB Guide to Managing Receivables section 6 ‘Treating debtors fairly’ and section 7 ‘Collecting receivables’ the applicable financial chain of command authority can, amongst other things, authorize a delay or approve repayment arrangements for the recovery of an accountable advance when the person (DND employee or CAF member) to whom the advance was made is either, but not limited to:
- Disputing a claim (such a delay is only applicable to recipients of temporary accountable advances);
 - Claiming a force majeure i.e. an unexpected event out of the control of the person (DND employee or CAF member) to whom the accountable advance was made e.g. a natural disaster etc.;
 - Asking to be indemnified by the Crown for an accountable advance that was lost or stolen;
 - Affirming the accountable advance was an Emergency Salary Advance where FAM Chapter 1023-1 Financial Management of Civilian Pay paragraph 5.24 applies, or for CAF members see the Military Pay Administrative Instructions (MPAI);
 - Unable to make repayment within the prescribed timelines without the CAF member and family experiencing undue financial hardship e.g. unable to make rent payment / etc. A justification of financial hardship must be supported by independent evidence such as, but not limited to, a Service Income Security Insurance Plan (SISIP) financial assessment. Contact information for SISIP services can be found at paragraph 8.4 below.

- 5.14 As per the *FAA section 38 (2) ‘Recovery’*: “Any accountable advance or any portion thereof that is not repaid, accounted for or recovered in accordance with the regulations may be recovered out of any moneys payable by Her Majesty to the person to whom the accountable advance was made [...]”. As per FAM Chapter 1018-2 Control of Receivables, Public Revenue and Debt Deletion Authorities and the Standard Operating Procedures (SOP): Control of Receivables and Public Revenue, recovery action will be taken to recover the debt by way of set-off from any amount owed to the individual by the Crown (including salary). Interest will be charged on the

outstanding amounts and administrative charges could be included as per FAM Chapter 1018-2-3 Interest on Overdue Accounts Receivable and as per the TB Guide to Interest and Administrative Charges. Since the Automated Cashier System (ACS) does not have the functionality to accrue interest, accounts receivables on such overdue advances must be created in DRMIS, for more detail refer to the SOP: Accountable Advances. Any administrative charge resulting from processing non-sufficient Funds (NSF) cheques will be added to the amount owed by the individual unless an appropriate authority, as identified within the Departmental Delegation of Financial Administration Document, waives the charge.

- 5.15 For members of the CAF the QR&O - Volume III Chapter 201.08 'Responsibility for debit and credit balances in Pay Accounts' applies.
- 5.16 When recovery action is specific to a temporary accountable advance issued to a member of a visiting force where there is an over-advance which becomes uncollectable from the individual, the recovery action must be escalated. The Contact Officer responsible for the Memorandum of Understanding (MoU) for Personnel Exchanges specific to the visiting member's country of origin must be advised and consulted. These MoUs contain standard clauses that can be invoked by the Contact Officer. For additional information RDAO Comptrollers can contact Vice Chief of the Defence Staff (VCDS) Out of Canada Programme (OUTCAN). A link to their Defence Intranet Page is available in section 8 'References' below.
- 5.17 Debts arising from outstanding accountable advances can only be written-off as per sections 5(1) and 5(2) of the *Debt Write-off Regulations, 1994* which states: "5(1) No accountable advances or other debts arising from the overpayment by Her Majesty of salaries, wages or employment-related allowances, or any part of them, shall be written off without the approval of the Treasury Board. 5(2) Subsection (1) does not apply to debts owing by former employees that are discovered after their employment has terminated and all termination benefits have been paid." For additional information refer to; the TB Guide to Debt Deletion, the FAM Chapter 1018-2 Control of Receivables, Public Revenue and Debt Deletion Authorities, the SOP: Control of Receivables and Public Revenue and the FAM Chapter 1019-4 Losses and Overages of Public Money or Property.

Fiscal Year-End Requirements

- 5.18 As per the *Accountable Advances Regulations* paragraph 6(4)(a) every custodian of a standing accountable advance must provide a written confirmation acknowledging the amount and their continued responsibility of the standing accountable advance entrusted to them within 30 days after of the end of the fiscal year. For more instruction see the SOP: Accountable Advances and the Finance Year-End Instructions.
- 5.19 In accordance with *FAA* Section 38 (3) and Section 6 (4)(b) of the *Accountable Advance Regulations*, the total of all accountable advances not repaid, accounted for or recovered at the end of the fiscal year must be reported in the Public Accounts of Canada for that year. For more instruction see the Finance Year-End Instructions.

- 5.20 All are responsible to ensure that transactions are coded to the proper fiscal year as per the Finance Year-End Instructions.

Standing Accountable Advances

Primary Custodians

- 5.21 RDAO Comptrollers appoint commissioned members of the CAF as PFAOs which are the primary custodians responsible for the operational management of standing accountable advances. However, in exceptional circumstances due to operational constraints e.g. a commissioned member is not available, an RDAO Comptroller may request that a CO designate a person of their staff who is not below the rank of Warrant Officer to fulfil the duties and responsibilities of a PFAO.

Eligible Subordinate Custodians

- 5.22 Individuals in the categories listed below can be appointed by an RDAO Comptroller, PFAO or applicable financial chain of command authority, as subordinate custodians for imprest funds such as cashier installations (subject to paragraph 6.9 below), petty cash funds or funds in support of operations at locations inside or outside Canada etc.:
- DND indeterminate employees;
 - DND term employees with six or more continuous months of employment;
 - Regular force CAF members;
 - Reserve Force members who will be serving a minimum of six months continuous service (all classes);
 - Department of Justice employees of DND / CAF Legal Advisor;
 - Indeterminate government employees of other departments seconded to a DND position;
 - Canadian Forces Morale and Welfare Services (CFMWS) employees who are on CAF operations; and
 - Locally engaged staff abroad hired for a period greater than six months.

Uses of Standing Accountable Advances

- 5.23 Standing accountable advances can be used to fund imprest systems in order to facilitate transactions as outlined in, but not limited to, paragraph 5.30 'Uses of Temporary Accountable Advances'. Examples of imprest systems are cashier installations, petty cash funds, or funds in support of operations at locations inside or outside Canada.

Maintenance and Control

- 5.24 Given that standing accountable advances require having cash on hand, strict controls must be implemented to ensure the safekeeping of public funds as per the:
- National Defence Security Orders and Directives (NDSOD) Chapter 5: Physical Security - Standard 5: Physical Security Technical Standards (see Standard – S); and
 - CFAO 201-1 - Receipt and Disbursement of Public Funds and Safekeeping of Personal Funds.
- The CO, as per the applicable financial chain of command, must ensure that facilities are in place to secure these public funds. RDAO Comptrollers, PFAOs, and Subordinate Custodians are responsible for the security of the funds and the control of disbursements made from the standing accountable advances entrusted to them.
- 5.25 The 'Handover Certificate' (including Acceptance of Responsibility) must be used and kept on file when changing or appointing custodians (primary or subordinate as the case may be). This form can be found on the ACS SharePoint page.
- 5.26 RDAO Comptrollers or PFAOs that receive requests to issue subordinate standing accountable advances from their holdings must ensure that the requirements as per paragraphs 5.1 and 5.25 above and that the 'Request for an Accountable Advance of Public Funds' form (DND 432) is completed and duly authorized in accordance with service orders. This must only be done with the approval of the responsible RDAO Comptroller. For additional information refer to paragraph 5.27 below.
- 5.27 At a minimum the Request for Accountable Advance of Public Funds, form (DND 432), must:
- State the amount requested;
 - Detail the intended purpose;
 - Explain why other methods of payment are impractical;
 - Confirm that appropriate security measures are in place based on the amount of the funds requested;
 - Certify that the named custodian is cognizant of the regulations and procedures required for the appropriate use of the funds; and
 - Be submitted to the appropriate financial chain of command authority for approval, for further instruction see the SOP: Accountable Advances.
- 5.28 As per the *Accountable Advances Regulations* paragraph 7 (2) an RDAO Comptroller, PFAO or applicable financial chain of command authority in consultation with the responsible RDAO Comptroller may, at any time, by notice in writing to a custodian, primary or subordinate as the case may be, demand an accounting and repayment of a standing accountable advance. For additional information refer to paragraphs 5.12 to 5.17 above.

Temporary Accountable Advances

Eligible Recipients

- 5.29 Temporary accountable advances may be issued to recipients in the following categories:
- DND indeterminate employees;
 - DND term employees (including students);
 - Regular Force members;
 - Reserve Force members (all classes);
 - Cadet Instructor Corp (CIC) officers in support of summer operations;
 - Department of Justice employees of DND / CAF Legal Advisor;
 - Other Government Department employees travelling on behalf of DND / CAF;
 - Indeterminate government employees of other departments seconded to a DND position;
 - Members of visiting foreign forces;
 - Locally Engaged Staff abroad;
 - Dependents of CAF members for reimbursable expenses authorized under existing regulations or instruction;
 - Other categories of recipients, e.g. Casual employees, may be considered when it's in DND / CAF's interest to do so. The risks versus benefits must be considered by the approving authority and be documented as part of the audit trail; and
 - Contractors are not eligible, except, if related to travel and although contractors are not supposed to be provided with travel advances, exceptions are possible as per the Special Travel Authorities paragraph 7.10 which, in part, states: "[...] Departments can approve a limited advance, only in highly exceptional circumstances where the contractor is in the unusual situation of being unable to finance a trip, for example, to a university professor. [...]".
 - Also, the approving authority must be at least a Level 2 Advisor as per requirements stated at 'Column 3 - Authority for Travel and Advance' of the Delegation of Authorities for Financial Administration for DND and the CAF and the approving authority's justification must be documented as part of the audit trail. For additional information regarding travel of non-public servants refer to the Procurement Administration Manual (PAM) paragraph 5.8.1.4 on Consultants and Travel, the TB Directive on Travel, Hospitality and Event Expenditures paragraph A.2.2.6.2, and the TB Guide to Travel, Hospitality and Event Expenditures paragraph A.6.

Uses of Temporary Accountable Advances

- 5.30 Subject to any required approvals and as per paragraph 5.5 'Temporary Accountable Advances' above, a temporary accountable advance of public funds may be used for:
- Minor purchases of goods or services;
 - Expenses that are claimable by recipients resulting from official government, business e.g. travel, CAF temporary duty travel (to perform duty or for training

purposes, as per the CFTDTI and the Compensation and Benefits Instructions (CBI) paragraph 1.28 (3)), relocation as per the TB Directive on Travel, Hospitality, Conference and Event Expenditures or the NJC Relocation Directive or the Canadian Armed Forces Relocation Directive (CAFRD);

- Emergency salary advances for DND civilian employees where such payments are authorized by an approver vested with the proper delegated authorities and subject to FAM Chapter 1023-1 Financial Management of Civilian Pay; and
- Emergency salary advances for CAF members where such payments are authorized by the members' COs or other delegated authority as per the MPAI and subject to FAM Chapter 1023-2 Financial Administration of Military Pay.

Maintenance and Control

- 5.31 A temporary accountable advance must not be issued more than 14 days before it is required. Exceptions may be made when there is a demonstrated advantage for an earlier release of funds e.g. Airline Seat Sale for Leave Travel Assistance (LTA).
- 5.32 The maximum amount authorized for a temporary accountable advance related to Temporary Duty Travel is limited to 80% of the estimated expense.
- 5.33 As per the *Accountable Advances Regulations* temporary accountable advances must be accounted for no later than 10 working days after the purpose for which the advance was made is completed and recipients must fully refund the unspent balances of their advances in a single payment. However, the responsible RDAO Comptroller, or applicable financial chain of command authority in consultation with the RDAO Comptroller, may approve a delay or repayment arrangements. For additional information refer to paragraphs 5.12 to 5.17 above.
- 5.34 As per the *Accountable Advances Regulations* an RDAO Comptroller, PFAO, or applicable financial chain of command authority in consultation with the responsible RDAO Comptroller, may demand an accounting and repayment of a temporary accountable advance. For additional information refer to paragraphs 5.12 to 5.17 above.
- 5.35 The ACS 'Overdue Advances Report' and the Accounts Receivable related to overdue accountable advances in DRMIS must be monitored to ensure compliance with paragraph 5.33 above.
- 5.36 The following requirements are also necessary:
- Unless there are exceptional circumstances, temporary accountable advances issued out of country must be settled in theatre before recipients return to Canada;
 - Temporary accountable advances issued to members of visiting foreign forces must be settled within the timeframe mentioned at paragraph 5.33 above and before these recipients return to their countries of origin; and
 - For DND employees the accountable advances sign-out section of the Out Clearance Cards and related Off-boarding procedures specific to accountable

advances are mandatory. For CAF members the accountable advances sign-out section of the Personal Liability Clearance Certificate (PLCC), the requirements specific to accountable advances as per MPAl 'Outgoing Unit Processes' and the QR&O - Volume III – Chapter 201.08 are mandatory.

6. Roles and Responsibilities

Deputy Minister

6.1 The Deputy Minister (DM) is responsible for:

- Ensuring that accountable advances are issued and managed in accordance with the TB suite of financial management policies, the *Accountable Advances Regulations* and the *FAA*; and
- Ensuring that Level One (L1) Advisors and the Assistant Deputy Minister (Finance) / Chief Financial Officer (ADM (Fin) / CFO) are aware of their responsibilities with respect to this policy and have the necessary knowledge to carry them out.

Assistant Deputy Minister (Finance) / Chief Financial Officer

6.2 The Assistant Deputy Minister (Finance) / Chief Financial Officer (ADM (Fin) / CFO) is responsible for:

- Ensuring the appropriate and legitimate use of accountable advances within DND / CAF;
- Approving this policy;
- Administering the implementation and monitoring of this policy;
- Ensuring that both civilian and military individuals responsible for the financial management of accountable advances are aware of their responsibilities and have the training to carry them out; and
- Ensuring that corrective actions are taken to address instances of non-compliance with this policy by a civilian, or in the case of a CAF member, notifying the military chain of command that corrective actions must be taken.

Level One Advisors

6.3 L1 Advisors (Assistant Deputy Ministers and Military L1s) are responsible for:

- Ensuring that effective processes and controls are in place to support the proper application of this policy and its supporting procedures within their organizations;
- Ensuring that both civilian and military personnel involved with the financial management of accountable advances within their areas of responsibility are aware of their responsibilities and have the training to carry them out;
- Ensuring that all transactions related to accountable advances are duly authorized, compliant, timely, accurate, monitored and properly recorded; and

- Ensuring that all financial authorities necessary for the processing of transactions related to accountable advances are in accordance with Departmental and TB FM policy requirements.

Director General Strategic Financial Governance

6.4 The Director General, Strategic Financial Governance (DGSFG) is responsible for:

- Ensuring that this policy takes into consideration the unique situations and circumstances of DND / CAF;
- Ensuring that the business processes and system requirements related to the processing of accountable advance transactions are integrated into DND / CAF's financial management information systems i.e. DRMIS and ACS etc.;
- Ensuring that procedures in support of this policy are developed and maintained;
- Developing and maintaining the ACS User Manual;
- Testing key internal controls, reporting on the results and tracking remediation if and as required;
- Providing financial management policy interpretation and clarification when appropriate; and
- Bringing to the attention of the ADM (Fin) / CFO any significant compliance issues with this policy that they become aware of and providing recommendations on how to address them.

Director General Financial Operations and Services

6.5 The Director General, Financial Operations and Services (DGFOS) is responsible for:

- Collaborating with DGSFG in the development / updating of procedures in support of this policy;
- Ensuring that the requirements for processing accountable advance transactions are clearly identified and communicated across DND / CAF;
- Ensuring departmental compliance with this policy is monitored;
- Ensuring the accuracy, reasonableness and availability of information related to accountable advances for reporting purposes; and
- Bringing to the attention of the ADM (Fin) / CFO any significant compliance issues with this policy that they become aware of and providing recommendations on how to address them.

Corporate Departmental Accounting Office

6.6 The Corporate Departmental Office (CDAO) is responsible for:

- Monitoring the RDAOs' compliance with this policy;
- Submitting the Fund Centre WCF allocations to Director Budget;
- The oversight and management of WCFs including requests for new WCFs, requests to modify funding ceilings, or requests to close existing WCFs;

- Monitoring and supporting RDAOs with the oversight and management of their WCFs;
- On site verifications of WCF holdings;
- Monitoring and supporting PFAOs with the oversight and management of their standing accountable advances;
- Providing the Fiscal Year-End instructions related to WCFs; and
- Public Accounts of Canada plates III-3a, III-4a and III-4d. For additional information refer to paragraph 5.19 above.

Level One Comptrollers

6.7 Level One (L1) Comptrollers are responsible for:

- Supporting those in their financial chain of command to ensure that effective processes and controls are in place to support the proper application of this policy and of the SOP: Accountable Advances;
- Supporting those in their financial chain of command to ensure that both civilian and military personnel are aware of their responsibilities, are aware of the requirements for processing transactions related to accountable advances and have the training to carry them out;
- Supporting those in their financial chain of command to ensure that all transactions related to accountable advances are duly authorized, compliant, timely, accurate, monitored and properly recorded; and
- Supporting those in their financial chain of command to ensure that all financial authorities necessary for the processing of transactions related to accountable advances are in accordance with Departmental and TB FM policy requirements.

Regional Departmental Accounting Office Comptrollers

6.8 The Regional Departmental Accounting Office (RDAO) Comptrollers are responsible for:

- Reviewing and submitting, on behalf of their RDAO supported organizations, requests for new WCFs or making requests to modify funding ceilings or to close existing WCFs to the CDAO (refer to paragraphs 5.1 and 5.2 above);
- Maintaining a listing of the standing accountable advances issued from their RDAO supported organizations' WCF allocations;
- Periodically reviewing security and control protocols to ensure their effectiveness as per:
 - National Defence Security Orders and Directives (NDSOD) Chapter 5: Physical Security - Standard 5: Physical Security Technical Standards (see Standard – S); and
 - CFAO 201-1 -- Receipt and Disbursement of Public Funds and Safekeeping of Personal Funds;
- Appointing PFAOs as Primary Custodians to oversee and manage the standing accountable advances under their responsibility. For additional information refer to paragraph 5.21 above;

- Approving or rejecting requests to issue subordinate standing accountable advances from the holdings under their responsibility;
- Ensuring that their PFAOs and subordinate custodians (Receiver general Deposit Facility (RGDF)-cashiers, Head-cashiers and Sub-cashiers etc.) understand their roles and responsibilities and are trained to carry them out;
- Providing guidance and assistance to their PFAOs in applying this policy;
- Ensuring that both standing and temporary accountable advances are only used for activities allowed by the TB suite of financial management policies, the *Accountable Advances Regulations* and the *FAA*. For standing accountable advances refer to paragraph 5.23 above and for temporary accountable advances refer to paragraph 5.30 above;
- Ensuring that, within their RDAO supported organizations, overdue accountable advances are entered as accounts receivables in DRMIS to allow for the accrual of interest;
- Ensuring that collection actions are completed as per the requirements outlined in FAM Chapter 1018-2 Control of Receivables, Public Revenue and Debt Deletion Authorities, as per the SOP: Control of Receivables and Public Revenue and as per FAM Chapter 1019-4 Losses and Overages of Public Money or Property;
- Ensuring that when a temporary accountable advance issued to a member of a visiting force is uncollectable from the individual the recovery action is escalated via the Contact Officer responsible for the Personnel Exchange MoU specific to the visiting member's country of origin;
- Ensuring, as per the *Accountable Advances Regulations* paragraph 6 (4)(a), that their PFAOs and subordinate custodians (Head-cashiers and Sub-cashiers etc.) each provide written confirmation acknowledging the amount and their continued responsibility over the standing accountable advances entrusted to them within 30 days after the end of every fiscal year. For more information refer to paragraph 5.18 above;
- Maintaining the acknowledgment of responsibilities confirmations on file for compliance monitoring and audit purposes. For additional information on record keeping refer to paragraph 3.7 above; and
- Monitoring and ensuring compliance with this policy, with the ACS Manual and with the SOP: Accountable Advances regarding the issuance, recording, repayment, recovery and reporting of accountable advance transactions.

Public Funds Accounting Officers

6.9 Public Funds Accounting Officers (PFAOs) are responsible for:

- Complying with all policies and procedures regarding the management, safekeeping and proper use of the public funds entrusted to them by their RDAO Comptroller or applicable financial chain of command authority (includes public funds allocated to subordinate custodians e.g. Head-cashiers and Sub-cashiers etc.);
- Assessing and advising on the safeguarding of the public funds made available for accountable advances and ensuring that an appropriate security container has been provided prior to issuing public funds as per:

- NDSOD Chapter 5: Physical Security - Standard 5: Physical Security Technical Standards (see Standard – S); and
- CFAO 201-1 -- Receipt and Disbursement of Public Funds and Safekeeping of Personal Funds;
- Reviewing and recommending either the approval or rejection of requests to issue subordinate standing accountable advances from the holdings under their responsibility and forwarding their recommendations to their RDAO Comptroller (refer to paragraphs 5.1, 5.26 and 5.27 above);
- Designating, in writing (i.e. signed statement of duties and signed Handover Certificate including Acceptance of Responsibilities), a person of their staff who is not below the rank of corporal, or with their CO's approval if below the rank of corporal, or who is an indeterminate full-time employee of DND, to receive money or make disbursements for public purposes (i.e. RGDF-cashier, Head-cashiers / Sub-cashiers). Such a designation does not relieve the PFAO of personal responsibilities and liability for public funds under their authority (refer to paragraphs 5.9 and 5.10 above);
- Ensuring that the RGDF-cashiers, Head-cashiers and Sub-cashiers understand the roles and responsibilities and are trained to carry them out;
- The daily reconciliation, between ACS and DRMIS, of their holdings including the review of their Head-cashiers' daily reconciliations;
- Ensuring that their cashiers monitor the ACS 'Overdue Advances Report' to comply with the requirements of paragraph 5.33 above;
- Supporting the Responsibility Centre (RC) Managers to ensure that the overdue accountable advances affecting their budgets are entered as accounts receivables in DRMIS to allow for the accrual of interest;
- Supporting the RC Managers to ensure that their collection actions are completed as per the requirements outlined in FAM Chapter 1018-2 Control of Receivables, Public Revenue and Debt Deletion Authorities, SOP: Control of Receivables and Public Revenue and as per FAM Chapter 1019-4 Losses and Overages of Public Money or Property;
- Supporting the RC Managers to ensure that escalating recovery action specific to a temporary accountable advance issued to a member of a visiting force which is uncollectable from the individual is done via their RDAO Comptroller in consultation with the Contact Officer responsible for the Personnel Exchange MoU specific to the visiting member's country of origin;
- Performing unannounced inspections of cash holdings on a monthly basis; and
- Ensuring that their cashiers verify the ACS, including the 'Overdue Advances' report and check DRMIS for account receivables related to overdue accountable advances, to ensure that departing, employees' or CAF members', accountable advance transactions are settled before signing-off the Out Clearance Cards as per the related Off-boarding procedures specific to DND employees or before signing-off the Personal Liability Clearance Certificates as per the MPAI 'Outgoing Unit Processes' applicable to CAF members.

Head-cashier

6.10 Head-cashiers are responsible for:

- The maintenance of their ACS cashbooks;
- Investigating and correcting any imbalances identified by their PFAO;
- Accounting and safekeeping of all negotiable instruments in their possession;
- Accounting of all serially numbered documents, i.e. receipts;
- Processing of all documentation entered within their Pay Office Number (PON), including any documents purchased from their Sub- cashiers;
- Monitoring the ACS 'Overdue Advances' report;
- The daily reconciliation between the ACS and DRMIS based on the DRMIS 6173 WCF Control Report; and
- Verifying the ACS (for new transactions), including the 'Overdue Advances' report and checking DRMIS for account receivables related to overdue accountable advances, to ensure that departing employees', including CAF members', accountable advance transactions are settled before signing-off the Out Clearance Cards as per the related Off-boarding procedures specific to DND employees or before signing-off the Personal Liability Clearance Certificates as per the MPAI 'Outgoing Unit Processes' applicable to CAF members.

Sub-cashier

6.11 A Sub-cashier may be delegated with some cashier duties as outlined in a statement of duties. Reporting to their Head-cashier Sub-cashiers are responsible for:

- Processing transactions;
- Accounting and safekeeping of all negotiable instruments in their possession; and
- Ensuring that all their supporting documentation balances before selling them to their Head-cashier for reimbursement purposes.

For additional instruction refer to the ACS Manual.

Responsibility Centre Managers

6.12 Responsibility Centre (RC) Managers, within their areas of responsibility and at all organizational levels, are responsible for:

- Ensuring the proper application of this policy, of the ACS Manual and of the SOP: Accountable Advances;
- Ensuring that both civilian and military personnel responsible for the financial management of accountable advances are aware of their responsibilities and have the training to carry them out;
- Ensuring that an appropriate security container has been provided prior to issuing public funds as per:
 - NDSOD Chapter 5: Physical Security - Standard 5: Physical Security Technical Standards (see Standard – S); and

- CFAO 201-1 -- Receipt and Disbursement of Public Funds and Safekeeping of Personal Funds;
- Reviewing and either approving or rejecting, requests for temporary accountable advances submitted by their staff in accordance with paragraph 5.30 'Uses of Temporary Accountable Advances' above and with the SOP: Accountable Advances;
- Ensuring that transactions made with temporary accountable advances of public funds are compliant with legislation, regulation and are only used as per paragraph 5.30 'Uses of Temporary Accountable Advances' above;
- Ensuring, as per paragraph 5.33 above, that recipients of temporary accountable advances submit their claims and refund any unspent portions within 10 working days of the end of the activity for which these were granted;
- Ensuring that the overdue accountable advances affecting their budgets are entered as accounts receivables in DRMIS to allow for the accrual of interest;
- Ensuring that recovery actions are completed as per the requirements outlined in FAM Chapter 1018-2 Control of Receivables, Public Revenue and Debt Deletion Authorities, SOP: Control of Receivables and Public Revenue and as per FAM Chapter 1019-4 Losses and Overages of Public Money or Property; and
- Escalating recovery action specific to a temporary accountable advance issued to a member of a visiting force which is uncollectable from the individual via the RDAO Comptroller in consultation with the Contact Officer responsible for the Personnel Exchange MoU specific to the visiting member's country of origin.

7. Consequences of Non-Compliance

- 7.1 Under the TB Policy on Financial Management the DM is responsible for investigating and acting when significant issues regarding policy compliance arise. The DM must also ensure that appropriate remedial actions are taken to address such issues within the DND / CAF. The TB Framework for the Management of Compliance provides guidance on the considerations for determining the possible mix of consequences which include; the impact of the non-compliance, whether there is a history of non-compliance, whether there was intent and whether there are other circumstances.
- 7.2 To support the DM's responsibility under the TB Policy on Financial Management, the ADM (Fin) / CFO or in the case of a member of the CAF, the military chain of command at the ADM (Fin) / CFO's direction, must ensure corrective actions are taken and that consequences are commensurate with the nature of the non-compliance with this policy. Corrective actions and consequences can include a requirement for additional training, changes to procedures or systems, removal or suspension of delegated spending and financial authorities, disciplinary action or other measures as appropriate. For additional information refer to the TB Framework for the Management of Compliance.

8. References

8.1 Legislation and Applicable TB Minutes (decisions)

Legislation

[Accountable Advances Regulations](#)

[Accountable Education and Travel Advances Regulations \(Dependents of Member of the Canadian Forces\) C.R.C., c. 669](#)

[Accountable Travel and Moving Advance Regulations \(Canadian Forces\) C.R.C., c.670](#)

[Accountable Travel and Moving Advance Regulations \(Dependents of Members of the Canadian Forces\) C.R.C., c. 671](#)

[Criminal Code](#)

[Debt Write-off Regulations \(1994\)](#)

[Financial Administration Act](#)

[Interest and Administrative Charges Regulations](#)

TB Minutes (decisions)

TB Minutes 741160, 18 February 1976 (Allows DND / CAF to operate Accountable Advances under a WCA)

TB Minutes 783744, 26 October 1982 (Permits DND / CAF exceptions to the *Accountable Advances Regulations*)

8.2 National Joint Council, Public Accounts of Canada and Treasury Board FM Policy Instruments

National Joint Council

[National Joint Council \(NJC\) Relocation Directive](#)

Public Accounts of Canada

[Public Accounts of Canada](#)

Treasury Board

[Directive on Public Money and Receivables](#)

[Guide to Managing Receivables](#)

[Directive on Travel, Hospitality, Conference and Event Expenditures](#)

[Guide to Travel, Hospitality, Conference and Event Expenditures Framework for the Management of Compliance](#)

[Guide to Debt Deletion](#)

[Guideline on Accountable Advances](#)

[Policy on Financial Management](#)

[Special Travel Authorities \(See paragraph 7. Persons on contract\)](#)

8.3 DND / CAF FM Policies

DND FM Policies

[Delegation of Authorities for Financial Administration for DND and the CAF](#)
[FAM Chapter 1016-2 - Expenditure Initiation and Commitment Control – FAA Section 32](#)
[FAM Chapter 1016-3 - Account Verification – FAA Section 34](#)
[FAM Chapter 1016-4 - Manage Payments – FAA Section 33](#)
[FAM Chapter 1016-7-4 – Travel Cards](#)
[FAM Chapter 1018-2 - Control of Receivables, Public Revenue and Debt Deletion Authorities](#)
[FAM Chapter 1018-2-3 – Interest on Overdue Accounts Receivable](#)
[FAM Chapter 1019-4 Losses and Overages of Public Money or Property](#)
[FAM Chapter 1023-2 Financial Administration of Military Pay](#)

CAF FM Policies

[Compensation and Benefits Instructions](#)
[Canadian Armed Forces Relocation Directive \(CAFRD\)](#)
[Canadian Forces Temporary Duty Travel Instructions](#)
[CFAO 201-1 – Receipt and Disbursement of Public Funds and Safekeeping of Personal Funds](#)
[DAOD 7021-1 Conflict of Interest](#)
[DAOD 7021-2 Post-Employment](#)
[MPAI - Military Pay Administrative Instructions](#)
[NDSOD Chapter 5 Physical Security](#)
[NDSOD Chapter 5 - Standard 5: Physical Security Technical Standards \(Standard – S: Security of Public Funds\)](#)
[QR&O: Volume I – Chapter 38.01 Liability for Public and Non-Public Property](#)
[QR&O: Volume III - Chapter 201 Duties and Responsibilities of Accounting Officers](#)
[QR&O: Volume III - Chapter 203 Financial Benefits - Generally](#)

8.4 DND / CAF FM Guides, Forms and Other Tools

Automated Cashier System (ACS) SharePoint Page (access required)
[Procurement Administration Manual \(paragraph 5.8.1.4 Consultants and Travel\)](#)
[Service Income Security Insurance Plan \(SISIP\)](#)
[Standard Operating Procedures: Accountable Advances](#)
[Standard Operating Procedures: Control of Receivables and Public Revenue](#)
[VCDS OUTCAN Programme](#)
WCF positional mailbox: +WCF OPS - CCE OPS@ADM(Fin) DFA@Ottawa-Hull
WCFOPS.CCEOPS@forces.gc.ca

9. Enquiries

- 9.1 Questions on policy interpretation and clarification are to be addressed to the appropriate Comptroller.
- 9.2 If the local Comptroller requires assistance, the question will be escalated through the financial chain of command.
- 9.3 If the L1 Comptroller needs guidance on the matter(s) raised, the L1 Comptroller may contact the Director Financial Operations (DFO) / CDAO.
- 9.4 If either the DFO / CDAO or Financial Control & Reconciliation teams need guidance on the matter(s) raised they may contact the Director Financial Policy (DFP) at FinancialPolicy-PolitiquesFinancieres@forces.gc.ca.

Appendix A - Definitions and Acronyms

Definitions

Accountable Advance (*Avance comptable*) is:

- (a) A sum of money advanced to a person from an appropriation; and
- (b) A sum of money advanced to a person from the sum of money as described in paragraph (a) for which the person is accountable and includes imprest funds and working capital advances administered under an imprest system.

Appropriation (*Crédit*) means any authority of Parliament to pay money out of the Consolidated Revenue Fund. (FAA section 2)

Automated Cashier System (*Système du caissier automatisé*) is an electronic evolution of the CF-120 (Canadian Forces Unit Working Capital Leger Sheet) and replaces most manual cashbook functions. It interfaces with ClaimsX and DRMIS.

ClaimsX (*ClaimsX*) is an application that enables the user to initiate a travel claim, have the claim authorized, complete the claim and have it authorized for payment. It is important to mention that 90% of an ACS Cashier's payments originate from the ClaimsX system.

Excluded Group Employees (*employés de groupes exclus*) Positions identified by the employer, in accordance with the *Public Service Labour Relations Act*, as not being represented by a bargaining agent because of the nature of the duties of those positions.

Executive (*Cadre supérieure*) is an employee appointed to the executive group (EX-01 to EX-05 levels), i.e., director, director general, assistant deputy minister or equivalent.

Imprest Fund (*Fond de caisse à montant fixe*) is a predetermined sum of cash set aside in a fund used to pay for small incidental expenditures or assigned to a person for a specific purpose. Following a periodic reconciliation and accounting of expenditures, such funds are replenished to their original value. Petty cash funds and cashier installations are examples of imprest systems of funds.

Public Funds i.e. money (*Crédits publics*) means all money belonging to Canada received or collected by the Receiver General or any other public officer in his official capacity or any person authorized to receive or collect such money, [...]. (FAA section 2)

Public Property (*Bien public*) means all property (including data), other than money belonging to Her Majesty in right of Canada. (FAA section 2)

Senior Officer (*Officiers supérieurs*) is an officer who is of the substantive rank of Colonel or above; or is a Lieutenant-Colonel when the member is either a legal officer or is a licensed medical or dental officer.

Standing Accountable Advance (*Avance comptable permanente*) is an accountable advance issued to a custodian in a specified amount for an indeterminate period. It is periodically replenished following a reconciliation and accounting of expenditures.

Temporary Accountable Advance (*Avance comptable provisoire*) is an accountable advance to a recipient issued from a standing accountable advance, to fund, for a specific period of time, minor purchases, emergency salary advances or claimable expenses resulting from official government travel, relocation, or any other official business.

Working Capital Advance (*Avance de capital d'exploitation*) is a funding mechanism approved by TB Minute 741160 dated February 12, 1976. The WCA was established to fund departmental payment facilities (i.e. to fund imprest systems such as cashier installations, petty cash funds, or standing accountable advances in support of overseas operations etc.) in recognition of the necessity to preserve DND / CAF's capabilities to respond quickly to crisis situations and to provide operational flexibility. As defined in the Public Accounts of Canada: "Appropriation Act No. 1, 1976, established by Vote L20b- To authorize, in accordance with the terms and conditions approved by the Treasury Board, the operation of a National Defence working capital advance account in the current and subsequent fiscal years for the purpose of financing public funds imprest and public funds advance accounts, standing advances, authorized loans and advances to employees posted abroad, and authorized recoverable advances to establish military messes and canteens; [...]".

Working Capital Fund (*Compte du capital d'exploitation*) is the funding allocated from the WCA. The allocation is aligned with the Department's approved annual operating budget and is distributed to certain Fund Centres as per the CDAO's planned WCF allocation. Fund Centres are RDAO supported organizational entities that have been assigned a budget e.g. a Base, a Wing or a Ship, etc. A WCF is used for issuing standing accountable advances to fund imprest systems such as cashier installations, petty cash funds or standing accountable advances in support of overseas operations etc.

Acronyms

ACS – Automated Cashier System

ADM - Assistant Deputy Minister

ADM (Fin) / CFO - Assistant Deputy Minister (Finance) / Chief Financial Officer

CAF - Canadian Armed Forces

CAFRD – Canadian Armed Forces Relocation Directive

CBI – Compensation and Benefit Instructions

CDAO - Corporate Departmental Accounting Office

CFAO - Canadian Forces Administrative Orders

CFMWS - Canadian Forces Morale and Welfare Services

CFTDTI – Canadian Forces Temporary Duty Travel Instructions

CIC - Cadet Instructor Corp

CO – Commanding Officer

DAOD - Defence Administrative Orders and Directives

DGFOS – Director General, Financial Operations and Services

DGSFG - Director General, Strategic Financial Governance

DFO - Director, Financial Operations

DM - Deputy Minister

DND - Department of National Defence

DRMIS - Defence Resource Management Information System

DTEC – Departmental Travel Expense Card

FAA - Financial Administration Act

FAM - Financial Administration Manual

FM – Financial Management

IDTC – Individual Designated Travel Card

L1 - Level One

LTA - Leave Travel Assistance

MoU – Memorandum of Understanding

MPAI – Military Pay Administrative Instructions

NDSOD - National Defence Security Orders and Directives

NJC - National Joint Council

NSF - Non-sufficient Funds

Ops – Operations

PFAO - Public Funds Accounting Officer

PLCC – Personal Liability Clearance Certificate

PON - Pay Office Number

QR&O - Queen's Regulations and Orders

RDAO - Regional Departmental Accounting Office

RC Manager - Responsibility Centre Manager

RGDF – Receiver General Deposit Facility

SISIP - Service Income Security Insurance Plan

SOP – Standard Operating Procedures

TB - Treasury Board

VCDS OUTCAN – Vice Chief of the Defence Staff, Out of Canada Programme

WCA - Working Capital Advance

WCF – Working Capital Fund