

APRIL 1, 1985

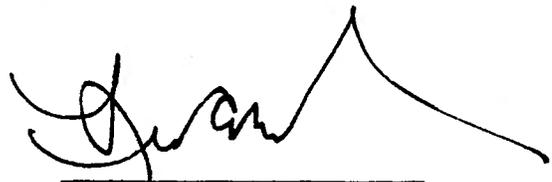
MANAGING DIRECTOR'S DIRECTIVE NO. 38

CONTRACT ACCOUNTING SERVICES

The City Charter gives the Director of Finance responsibility for all accounting records in City government. Based upon this Charter-given responsibility, the Office of the Director of Finance issued Accounting Directive No. 113, which states that the Office of the Director of Finance will play a greater role in assisting agencies in determining the need to have accounting services performed by an outside contractor.

In order to put this process into effect, please comply with the following:

- 1) Immediately upon determining the need for additional accounting services, you are to contact the First Deputy Director of Finance. Please supply him/her with all pertinent information regarding the service needed, as outlined in the Directive. A determination will then be made as to whether the Finance Department can perform the required service. If it is determined that Finance cannot perform the work, the First Deputy Finance Director will assist in the procurement of the necessary services.
- 2) Should it be necessary to contract for the service, the Office of the Director of Finance will review the work program to make certain that the job being performed meets the needs of the agency, as previously stated.
- 3) After the work is performed, please forward a copy of any report to the First Deputy Finance Director.



Managing Director