

TYPE	REPORT	FORMAT	PREPARE REPORT	DATE DUE IN OTTAWA	TD: HQ DIVISION	REFERENCES	REMARKS
A	(b) Claims Against Crown					FM 14.1	
	(i) Ex Gratia Payments	Letter or e-mail			SBD	FM 14.2	Copy to JLA.
	(ii) Nugatory Payments	"			"	FM 14.3	"
D	(c) Collection of Shelter Costs		SEP 25 MAR 25	OCT 15 APR 14	SBMC		Where paid at mission, in local currency. Original and cheque/cash to SBFH. Copy and official receipt on mission accounts.
A	(d) Education Allowance	F.S. 34 TBC 330-31			SBMC	FSD 34	Application made by employee seeking assistance.
B	(e) Financial Reports						
	(i) Emergency Cash Parcel – Count	Letter	SEP 30 DEC 31 MAR 31 JUN 30	OCT 15 JAN 15 APR 15 JUL 15	SBRA		All Emergency Cash Parcels (ECP) should be counted on a quarterly basis and inspected for the remaining months. A confirmation of these inspections and countings should be sent to HQ.
	(ii) Emergency Cash Parcel – Inspection	Letter	OCT 31 NOV 28 JAN 30 FEB 27 APR 30 MAY 29 JUL 31 AUG 31	NOV 14 DEC 15 FEB 13 MAR 13 MAY 15 JUN 15 AUG 14 SEP 15	SBRM		All Emergency Cash Parcels (ECP) should be counted on a quarterly basis and inspected for the remaining months. A confirmation of these inspections and countings should be sent to HQ.
	(iii) Mission FINEX Report (SBFH_INQ)	Report	Last working day of month	10th working day of month	SBRM	Financial Newsletter APR 1996	Prepared at the month-end closing date as indicated by the DBA. Transactions for billing purposes (some documents are necessary to support DFAIT invoices).
	(iv) Mission FINEX Report (SBMQ_INQ)	Report	Last working day of month	10th working day of month	SBRM	Financial Newsletter APR 1996	Prepared at the month-end closing date as indicated by the DBA. Transactions relating to travel expenses and international conferences (specific documents still need to be forwarded to HQ).

Types of reports: **A** = As required reports
C = Reports that small missions are NOT expected to complete

B = Reports that ALL missions must provide on a regular basis
D = Reports to be completed by the Hub