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REPORT	FORMAT	PREPARE REPORT	IN OTTAWA	TD: HQ DIVISIDN	REFERENCES	REMARKS
(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	. н
(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.
(d) Education Allowance	F.S. 34 TBC 330-31			SBMC	FSD 34	Application made by employee seeking assistance.
(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 30 NOV 30 JAN 29 FEB 26 APR 30 MAY 31 JUL 30 AUG 31	NOV 13 DEC 15 FEB 12 MAR 12 MAY 14 JUN 15 AUG 13 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).
	(b) Claims Against Crown (i) Ex Gratia Payments (ii) Nugatory Payments (c) Collection of Shelter Costs (d) Education Allowance (e) Financial Reports (i) Emergency Cash Parcel – Count (ii) Emergency Cash Parcel – Inspection (iii) Mission FINEX Report (SBFH_INQ)	(b) Claims Against Crown (i) Ex Gratia Payments (ii) Nugatory Payments (c) Collection of Shelter Costs (d) Education Allowance (e) Financial Reports (i) Emergency Cash Parcel – Count Letter (ii) Emergency Cash Parcel – Inspection Letter (iii) Mission FINEX Report (SBFH_INQ) Report	(b) Claims Against Crown (i) Ex Gratia Payments Letter or e-mail (ii) Nugatory Payments (c) Collection of Shelter Costs (d) Education Allowance F.S. 34 TBC 330-31 (e) Financial Reports (i) Emergency Cash Parcel – Count Letter SEP 30 DEC 31 MAR 31 JUN 30 (ii) Emergency Cash Parcel – Inspection Letter OCT 30 NOV 30 JAN 29 FEB 26 APR 30 MAY 31 JUN 30 (iii) Mission FINEX Report (SBFH_INQ) Report Last working day of month	(b) Claims Against Crown (i) Ex Gratia Payments (ii) Nugatory Payments (c) Collection of Shelter Costs (d) Education Allowance (e) Financial Reports (i) Emergency Cash Parcel – Count (ii) Emergency Cash Parcel – Inspection (iii) Emergency Cash Parcel – Inspection (iii) Emergency Cash Parcel – Inspection (iv) Mission FINEX Report (SBFH_INQ) (iv) Mission FINEX Report (SBMQ_INQ) Report Letter REPORT IN OTTAWA Is Hetter or e-mail (SEP 25 OCT 15 APR 14 SEP 30 OCT 15 DEC 31 JAN 15 MAR 31 JUN 30 DEC 31 JAN 15 NOV 30 DEC 15 JAN 29 FEB 12 APR 30 MAR 12 APR 30 MAY 14 MAY 31 JUN 15 JUL 30 AUG 31 SEP 15 Citil Mission FINEX Report (SBFH_INQ) Report Last working day of month City Mission FINEX Report (SBMQ_INQ) Report Last working City Mission FINEX Report (SBMQ_INQ) Report Last working City Mission FINEX Report (SBMQ_INQ) Collection or e-mail Col	(b) Claims Against Crown (i) Ex Gratia Payments (ii) Nugatory Payments (c) Collection of Shelter Costs (d) Education Allowance (e) Financial Reports (i) Emergency Cash Parcel – Count (ii) Emergency Cash Parcel – Inspection (iii) Emergency Cash Parcel – Inspection Letter SEP 30 OCT 15 APR 14 SBMC SBMC SBMC SBMC COT 15 DEC 31 JAN 15 APR 15 JUN 30 JUL 15 Letter OCT 30 NOV 30 DEC 15 JUN 30 JUL 15 (ii) Emergency Cash Parcel – Inspection Letter OCT 30 NOV 13 DEC 15 JAN 29 JAN 29 JEB 12 FEB 26 MAR 12 APR 30 MAY 14 JUN 15 JUL 30 AUG 31 Letter OCT 30 NOV 30 DEC 15 JAN 29 JAN 29 JAN 29 JAN 29 JEB 12 FEB 26 MAR 12 APR 30 MAY 14 JUN 15 JUL 30 AUG 31 Letter OCT 30 NOV 30 DEC 15 JAN 29 JAN 29 JAN 29 JEB 12 FEB 26 MAR 12 APR 30 MAY 14 JUN 15 JUL 30 AUG 31 SEP 15 (iii) Mission FINEX Report (SBFH_INQ) Report Last working day of month Oth working SBRM	(b) Claims Against Crown (i) Ex Gratia Payments (ii) Nugatory Payments (c) Collection of Shelter Costs (d) Education Allowance (e) Financial Reports (ii) Emergency Cash Parcel – Count (iii) Emergency Cash Parcel – Inspection (iii) Emergency Cash Parcel – Inspection (iii) Emergency Cash Parcel – Inspection (iv) Mission FINEX Report (SBFH_INQ) (iv) Mission FINEX Report (SBMQ_INQ) Report Letter Report In OTTAWA DIVISION REFERENCES FM 14.1 SBD FM 14.1 SBD FM 14.2 FM 14.3 SBMC FSD 34 FM 14.3 SBMC FSD 34 FSD 3

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