

| 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 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). |

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