

| ITEM NO. | REPORT/SUBMISSION   | FORMAT    | SUBMISSION DATE (MISSION)             | DATE DUE IN OTTAWA                     | TO: HQ AGENCY   | REFERENCES                   | REMARKS  |
|----------|---|-----------|---------------------------------------|--|-----------------|------------------------------|--|
|          | (b) Cultural Activity – Cultural Centres, etc.                        | Letter    | 1st week of OCT, JAN, APR, JUL        | 15th working day of OCT, JAN, APR, JUL | BKA/Program Div | Telegram SCDF-185, 5 APR 82  | Activities financed through Cultural Centres' budgets or block funds allocated by headquarters to Paris, London, Brussels, Rome, Bonn, Tokyo, New York (C.G. and 45th Parallel Gallery) and Washington. Quarterly report to be used to compile April Annual Report of each cultural Centre and Gallery.                                  |
|          | (c) Grants in Academic or Cultural Fields                             | Letter    | 1st working day of JAN and APR        | 10th working day of JAN and APR        | BMP/BKA/BKR     | Telegram                     | List grants made at discretion of HOM or director of Cultural Centre under blanket authority (CV 617 and 618). Include name, address, Social Insurance Number (if Canadian for income tax purposes), Canadian dollar value and purpose of grant. Report expenditures under CV 618 to BKA and under CV 617 to BKR, both with copy to BMP. |
|          | (d) Project Authorization and Expenditure Report – Cultural Relations | EXT 181   | 1st working day of OCT, JAN, APR, JUL | 10th working day of OCT, JAN, APR, JUL | BMP             | Instr. attached to EXT 181   | Quarterly, or as soon as all payments made.<br>Ad Hoc, if project authorized by BKA, BKR, BKC, BTE or BKD.   |
| 11.      | <b>Currency Conversion</b>  |           |                                       |  |                 |                              |  |
|          | (a) Annual Currency Conversion Report                                 | Pro forma | NOV 1                                 | NOV 15                                 | ABDE            | Proc 6                       |  |
|          | (b) Exchange Rate Summary (Monthly)                                   | FA 55-1   | 1st day of following month            | 5th day of following month             | See remarks     | FSD 55                       | Monthly to Stats. Canada – Govt. Allowances Indexes Section.   |
|          | (c) Monthly Exchange Rate Report by Employees                         | Pro forma | 1st day of following month            | N/A                                    | N/A             | Proc 6<br>FSD 55 Instruction | Retained at mission for three years.   |
| 12.      | Current Month Expenditure   |           |                                       |  |                 |                              | See item 23 (c).   |
| 13.      | Diplomatic, Consular and Foreign Office Lists                         | As issued |                                       |  | BFL             | PA 4.12                      | Ad Hoc (1 copy).   |