

TYPE	REPORT	FORMAT	PREPARE REPORT	DATE DUE IN OTTAWA	TO: HQ DIVISION	REFERENCES	REMARKS
B	(b) Monthly Register of Passport Services	EXT 765	5th working day of month	10th working day of month	JWD	FM 23.12 Ci, Vol. 2XI	Generated automatically by Passport Management Program (PMP) of COSMOS at all SIGNET missions. Non-SIGNET missions must continue to provide manual reports.
C	(c) Passport Services Report by Passport Number	Printout	As required		JWD		Generated automatically by Passport Management Program (PMP) of COSMOS at all SIGNET missions and JWD only.
A	(d) Passport Services Report by Surname	Printout	As required		JWD		Generated automatically by Passport Management Program (PMP) of COSMOS at all SIGNET missions and JWD only.
FINANCIAL MANAGEMENT							
Finance							
D	(a) Audit Observation Responses	E-mail		See Notes	SBFM		Ad hoc – 30 days from receipt of EXT 631.
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		Original and cheque/cash to SBFH. Copy and official receipt on mission accounts.
A	(d) Education Allowance	FS 34-1 TB 330-31			SBMC	FSD 34	Application made by employee seeking assistance.
B	(e) Financial Forecasts	E-mail		As required	AMA	CD	Other reviews could be requested by AMAs.
B	(f) Financial Reports						
	(i) Emergency Cash Parcel – Count	Letter	SEP 30 DEC 31 MAR 27 JUN 30	OCT 15 JAN 15 APR 14 JUL 15	SBFM		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.

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