

MON	30 DEC	TUE	31 DEC	WED	1 JAN	THU	2 JAN	FRI	3 JAN	SAT	4 JAN	
		<ul style="list-style-type: none"> <li>— FINANCE: FORECASTS, CURRENT MONTH EXPENDITURE</li> <li>— SECURITY: HEAD GUARD'S REPORT</li> <li>— TELECOMMUNICATIONS: EL QUARTERLY REPORT</li> </ul>		NEW YEAR'S DAY		<ul style="list-style-type: none"> <li>— CULTURAL: CULTURAL CENTRE ACTIVITY REPORT, GRANTS IN ACADEMIC OR CULTURAL FIELD, PROJECT AUTHORIZATION AND EXPENDITURE</li> <li>— EXCHANGE RATE SUMMARY</li> <li>— IMMIGRATION: MONTHLY OPERATIONAL REPORT</li> <li>— LES: DEDUCTION SHEETS</li> <li>— OVERTIME</li> <li>— FOREIGN LANGUAGE TRAINING: EXPENDITURE REPORT</li> </ul>		<ul style="list-style-type: none"> <li>— FILM LIBRARIES: BOOKINGS ACTIVITY REPORT</li> <li>— FINANCE: REMITTANCE STATEMENT</li> <li>— FINANCE: TELEGRAPHIC INPUT DATA</li> </ul>				
										SUN		
EVENING		EVENING		EVENING		EVENING		EVENING		EVENING		