

MISSION ANNUAL DIARY – ALPHABETICAL LIST OF REPORTS

| ITEM NO. | REPORT/SUBMISSION | FORMAT | SUBMISSION DATE (MISSION) | DATE DUE IN OTTAWA | TO: HQ AGENCY | REFERENCES | REMARKS |
|------------------------|---|------------------------|----------------------------------|--------------------------------------|---------------|------------|---|
| 20. | (b) Public and Private Schools questionnaires | EXT 997 EXT 988 | NOV 30 | DEC 10 | ABMA | PA 6.6 | Annually. |
| | Film Libraries | | | | | | |
| | (a) Booking Activity Report | NFB print-out | OCT 5 JAN 5 APR 5 JUL 5 | OCT 15 JAN 15 APR 15 JUL 15 | NFB | | Quarterly. Report should include the frequency of usage of each NFB film, identify each borrowed film and the type of audience. |
| 21. | (b) Addition and deletion reports | Letter | | | NFB | | Ad Hoc. Original to NFB, copy for appropriate geographic program division. |
| | Finance | | | | | | |
| | (a) Monthly Mission Financial Return | EXT 412-1 EXT 412-3 | 5th working day of month | 10th working day of month | MFF | FM 24 | Monthly. |
| | Attach the following to the Mission Financial Return: | | | | | | |
| | (i) Disbursement Voucher | EXT 289 | " | " | " | FM 24.3 | |
| | (ii) Education Allowance | FS 34-1 TB 330-31 | " | " | " | FSD 34 | |
| | (iii) Financial Assistance (CSP) | EXT 35 | " | " | " | CI 3 | |
| | (iv) Hospitality Expenses | EXT 904 | " | " | " | Reg 10 | |
| | (v) Long Distance Telephone | CGSB 33A | " | " | MFF | PA 1.4.1 | |
| | (vi) Medical Expenses Advance | TB 330-18 | " | " | " | FSD 38 | |
| (vii) Official Receipt | EXT 25 | " | " | " | FM 24.3.4 | | |
| (viii) Paylist (LES) | EXT 201 | " | " | " | LES 4.3.1 | | |
| (ix) Petty Cash | EXT 290 | " | " | " | FM 23.5 | | |