TYPE	REPORT	FORMAT	PREPARE REPORT	DATE DUE IN OTTAWA	TO: HQ DIVISION	REFERENCES	REMARKS
	(ii) Emergency Cash Parcel – Inspection	Letter	OCT 31 NOV 29 JAN 31 FEB 28 APR 30 MAY 30 JUL 31 AUG 29	NOV 15 DEC 13 FEB 14 MAR 14 MAY 14 JUN 13 AUG 14 SEP 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.
	(iii) Mission FINEX Report (SBFH_INQ)	Report	Last working day of month	10th working day of month	SBF	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	SBF	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).
	(v) Reconciliation Package (BANK_RECON_PKG)	Report	Last working day of month	10th working day of month	SBF	Financial Newsletter APR 1996	Prepared at the month-end closing date as indicated by the DBA. HOM and Mission Financial Officer are required to sign the report and ensure that the bank reconciliation package with the bank statement or verification of cash account (EXT 699) are sent within the prescribed delays for each account.
	(vi) Standing Advances – Certification	EXT 1707	MAR 27	APR 30	SBFM		To certify the continuing need for the advance. To be attached as an annex to the year-end procedures.
	(vii) Standing Advances – Verification	EXT 699	SEP 30 DEC 31 MAR 27 JUN 30	OCT 15 JAN 15 APR 14 JUL 15	SBFM		Dated verification to be provided quarterly or when holder changes.
A	(g) Loss or Misappropriation of money	E-mail			SBD/SBFM	FM 23.14	Immediately upon discovery.
	Mission Program Allocation						
D	(a) Locally-Engaged Staff – Salary Forecast	EXT 864	MAY 1	JUN 24	SCBA	CD	Copy to the AMA. SCBA will issue annual

Types of reports: **A** = As required reports   **B** = Reports that **ALL** missions must provide on a regular basis
                        C = Reports that small missions are **NOT** expected to complete   **D** = Reports to be completed by the Hub