	FORMAT	DATE (MISSION)	IN OTTAWA	TO: HQ AGENCY	REFERENCES	REMARKS
Employee's Resignation or Retirement	Telegram			Pers Div/ ABMP	PA 8.12.2	Ad Hoc. To stream management division and ABM. Include effective date of res. or ret. and last day on duty.
Ex Gratia Payments	Letter or Telegram			MFF	FM 14.2	Ad Hoc. Report circumstances to HO for decision. Copy to JLA
Film Libraries			. \			
(a) Booking activity report	NFB printout	5 OCT 5 JAN 5 APR 5 JUL	15 OCT 15 JAN 15 APR 15 JUL	NFB	25	Quartarly. Report should include the frequency of usage of each NFB film, identify each borrowed film and the type of audience.
(b) Addition and deletion reports	Letter			NFB/BMP		Ad hoc. Original to NFB, copy for BMP.
Finance						
a) Audit Observations	EXT 631	,		MPFP		Ad Hoc - 30 days from receipt
b) Claims Against Crown	Letter or Telegram			MFF	FM 14.1	Copy to JLA
c) Current Month Expenditure	Telegram		0900 last working day	MFFP*	MFR 280 (5/6/79)	Monthly - FMO missions only. *Talegraphic address for report: FMSOTT
d) Price Increase Information	Letter EXT 864	JUN 20	JUN 30	MFR	Circ.	Annual.
e) Financial Forecasts	Telegram	SEPT 30 DEC 31 MAR 31	OCT 10 JAN 10 APR 10	MFR	Circ.	Copy to Area Management Advisor (A.M.A.) and CMA
f) Loss or Misappropriation of money	Telegram			MFF	FM-23.13	Immsdiately upon discovery
•	Film Libraries (a) Booking activity report (b) Addition and deletion reports Finance a) Audit Observations b) Claims Against Crown c) Current Month Expenditure d) Price Increase Information e) Financial Forecasts	Film Libraries (a) Booking activity report (b) Addition and deletion reports Finance a) Audit Observations b) Claims Against Crown C) Current Month Expenditure d) Price Increase Information Letter EXT 864 e) Financial Forecasts Telegram	Film Libraries (a) Booking activity report NFB printout 5 JAN 5 APR 5 JUL (b) Addition and deletion reports Letter Finance a) Audit Observations b) Claims Against Crown C) Current Month Expenditure d) Price Increase Information Letter EXT 864 e) Financial Forecasts Telegram SEPT 30 DEC 31 MAR 31	Film Libraries (a) Booking activity report NPB printout 5 JAN 15 JAN 15 APR 15 JUL (b) Addition and deletion reports Letter Finance a) Audit Observations b) Claims Against Crown C) Current Month Expenditure Telegram c) Current Month Expenditure Telegram d) Price Increase Information Letter EXT 864 e) Financial Forecasts Telegram SEPT 30 OCT 10 DEC 31 JAN 10 APR 10	Ex Gratia Payments Letter or Telegram Film Libraries	Ex Cratia Payments Letter or Telegram NPB printout 5 JAN 15 JAN 15 JAPR 15 JUL (b) Addition and deletion reports Letter EXT 631 b) Claims Against Crown C) Current Month Expenditure EXT 631 c) Current Month Expenditure Telegram Telegram Dec 31 Jun 20 Jun 30 MFR Circ. Telegram SEFT 30 DEC 31 JAN 10 MAR 31 MFR Circ.