

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.	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.
21.	Ex Gratia Payments	Letter or Telegram			MFF	FM 14.2	Ad Hoc. Report circumstances to HQ for decision. Copy to JLA
22.	<u>Film Libraries</u>						
	(a) Booking activity report	NFB printout	5 OCT 5 JAN 5 APR 5 JUL	15 OCT 15 JAN 15 APR 15 JUL	NFB		Quarterly. 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.
23.	<u>Finance</u>						
	a) Audit Observations	EXT 631			MFFP		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. *Telegraphic 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	Immediately upon discovery