

TYPE	REPORT	FORMAT	PREPARE REPORT	DATE DUE IN OTTAWA	TO: HQ DIVISION	REFERENCES	NOTES
A	(b) Claims Against Crown-Ex Gratia Payments	Letter or e-mail			SBRH	FM 14.1 FM 14.2	Copy to JLA.
D	(c) Collection of Shelter Costs		SEP 4 MAR 4	OCT 15 APR 14	SBMC		Where paid at mission, in local currency. Original and cheque/cash to SBFH. Copy and official receipt on mission accounts.
A	(d) Education Allowance	F.S. 34 TBC 330-31			SBMC	FSD 34	Application made by employee seeking assistance.
B	(e) Financial Reports						
	(i) Emergency Cash Parcel - Count	Letter	SEP 30 DEC 31 MAR 31 JUN 30	OCT 15 JAN 4 APR 4 JUL 4	SBRA		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.
	(ii) Emergency Cash Parcel - Inspection	Letter	OCT 29 NOV 30 JAN 8 FEB 29 APR 28 MAY 31 JUL 31 AUG 31	NOV 12 DEC 15 FEB 11 MAR 3 MAY 15 JUN 15 AUG 14 SEP 15	SBRA		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	SBRA	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	SBRA	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).

Types of reports: **A** = As required reports
C = Reports that small missions are NOT expected to complete

B = Reports that ALL missions must provide on a regular basis
D = Reports to be completed by the Hub