MON 2 OCT	TUE 3 OCT	WED 4 OCT	THU 5 OCT	FRI 6 OCT	SAT 7 OCT
– CURRENCY CONVERSION: EXCHANGE RATE SUMMARY REPORT BY HOM (MONTHLY) - **B** – CURRENCY CONVERSION: MONTHLY CURRENCY EXCHANGE RATE REPORT BY EMPLOYEES - **B** – ACCOMMODATION: DEFICIENCY ADJUSTMENT, REVIEW BY HOM - **A** – LES: PAY LIST AND SALARY DEDUCTION SHEET FOR LOCALLY-ENGAGED CANADIANS - **B** – LEAVE AND ATTENDANCE REPORT - **B** – OVERTIME - **B**		– TECHNICAL SECURITY: CERTIFICATE OF DESTRUCTION - **C**	– ACCOMMODATION: MISSION PROPERTY MANAGEMENT PLANS - **A** – ACCOMMODATION: PHREDS 2 - **A**	– FINANCE: REMITTANCE STATEMENT - **D** – FINANCE: TELEGRAPHIC INPUT FINANCIAL DATA - **D** – CONSULAR: CONSULAR REPORT (COMIS) INCLUDING HONORARY CONSUL REPORTS - **B** – PASSPORT: ACCOUNTABILITY REPORT - **C** – PASSPORT: MONTHLY REGISTER OF PASSPORT SERVICES - **B** – PASSPORT: MISSIONS PASSPORT/LABEL INVENTORY AND RECORD OF ISSUES - **B** – PASSPORT: ISSUE REPORT - **C** – FINANCE: MONTHLY MISSION FINANCIAL RETURN - **D**	EVENING **SUN 8 OCT**
EVENING	EVENING	EVENING	EVENING	EVENING	EVENING

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