

TYPE	REPORT	FORMAT	PREPARE REPORT	DATE DUE IN OTTAWA	TO: HQ DIVISION	REFERENCES	REMARKS
	(BANK_RECON_PKG)		day of month	day of month		Newsletter APR 1996	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		MAR 31	APR 30	SBRA		Certificate is attached to the year-end procedures sent by SBR. Must be completed to certify the continuing need for the advance. To be attached as an annex to the year-end procedures returned to HQs.
	(vii) Standing Advances – Verification	EXT 699	SEP 30 DEC 31 MAR 31 JUN 30	OCT 15 JAN 15 APR 15 JUL 15	SBRA		Dated verification to be provided quarterly or when holder changes.
A	(f) Loss or Misappropriation of money	E-mail			SBD/SBRA	23.14	Immediately upon discovery.
B	(g) Mid-term Financial Review		SEP 30	OCT 24	AMO	E-mail from SMR	Other reviews could be requested by AMOs.
B	(h) Year-end Financial Review	Report	MAR 31	APR 30	AMO	E-mail from SMD July 27, 1998	The Auditor General recommended that each mission review its expenditures by object and explain significant variances. Executive Committee agreed that analysis of previous year's spending be provided to Heads of Mission.
	Mission Program Allocation						
D	(a) Locally-Engaged Staff – Salary Forecast	EXT 864	MAY 3	JUN 24	SMR	CD	Copy to the AMO. SMR will issue annual instructions to missions.
B	(b) Personnel Utilization Profiles		SEP 14	OCT 15	SMR		SMR will issue annual instructions to missions.
D	(c) Price Increase Survey	EXT 1527	MAY 3	JUN 24	SMR	CD	Copy to the AMO. SMR will issue annual instructions to missions.

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