

ITEM NO.	REPORT/SUBMISSION	FORMAT	SUBMISSION DATE (MISSION)	DATE DUE IN OTTAWA	TO: HQ AGENCY	REFERENCES	REMARKS
18.	Education Facilities – General Report						See Item 41.
19.	Finance						
	(a) Audit Observation Responses	Telex			MFFP		Ad Hoc – 30 days from receipt.
	(b) Claims Against Crown	Letter or Telegram			MFFR	FM 14.1	Copy to JLA.
	(i) Ex Gratia Payments	"			"	FM 14.2	"
	(ii) Nugatory Payments	"			"	FM 14.3	"
	(c) Financial Forecasts	Telegram	SEPT 30 DEC 31 MAR 31	OCT 4 JAN 7 APR 6	MFR	Circ.	Copy to Area Management Advisor (A.M.A.) and MCBA.
	(d) Locally-Engaged Staff (LES) Salary Forecast	EXT 864	JUN 20	JUN 30	MFR	Circ.	Annual.
	(e) Loss or Misappropriation of money	Telegram			MFD/MFFR/ MFFP	FM-23.13	Immediately upon discovery.
	(f) Mission Budget Proposals	Part of Mission Operational Plan	OCT 12	OCT 19	MFR	Circular Docment	Annual – copy to AMA and MCBA. (No R.O. detail to MCBA).
	(g) Monthly Mission Financial Return	EXT 412-1 EXT 412-3	5th working day of month	10th working day of month	MFF	FM 24	Monthly.
	Attach the following to the Mission Financial Return:						
	(i) Disbursement Voucher	EXT 289	"	"	"	FM 24.3	
	(ii) Education Allowance	FS 34-1 TB 330-31	"	"	"	FSD 34	
	(iii) Financial Assistance (CSP)	EXT 35	"	"	"	CI 3	