

MISSION ANNUAL DIARY - ALPHABETICAL LIST OF REPORTS

ITEM NO.	REPORT/SUBMISSION	FORMAT	SUBMISSION DATE (MISSION)	DATE DUE IN OTTAWA	TO: HQ AGENCY	REFERENCES	REMARKS
	b) Exchange Rate Summary (Monthly)	FA 55-1	1st day of following month	5th day of following month	See remarks	FSD 55	Monthly to Stats. Canada - Govt. Allowances Indexes Section
	c) Monthly Exchange Rate Report by Employees	Proforma	1st day of following month	N/A	N/A	Proc 6 FSD 55 Instruction	Retained at mission for three years
12.	Current Month Expenditure						See item 23(c)
13.	Diplomatic, Consular and Foreign Office Lists	As issued			BFL	PA 4.12	Ad Hoc (1 copy)
14.	Disbursement Voucher						See item 23(h)(i)
15.	Discipline Report				ABK	Discipline Booklet	Ad Hoc
16.	<u>DND</u>						
	a) Annual Document Accounting Report	Letter	JAN 21	JAN 31	CIS/DCFAP		A-SI-288-002/SI-000
	b) Annual Report on Hospitality	Letter	MAY 5	MAY 15	CIS/DCFAP	CFAO 205-24 pars. 42 and 44	Annual Report to reach DGCB by 31 May
	c) Budget Estimate - Temp. Duty and Misc. Expenditures	Letter		JUL 15 or as directed	CIS/DCFAP		CIS Admin. Instruction 18
	d) Cyclical Review - Hosp. Funds	Telegram		JUN 15	CIS/DCFAP		Annual Submission CIS Admin. Instruction 19
	e) Cyclical Review - TD/Misc Expenditures	Telegram		DEC 15 or as directed	CIS/DCFAP	CIS Instr.	Annual