

TYPE	REPORT/SUBMISSION	FORMAT	SUBMISSION DATE (MISSION)	DATE DUE IN OTTAWA	TO: HQ DIVISION	REFERENCES	REMARKS
B	(b) Missions Passport/Label Inventory and Record of Issues	PPT 034	5th working day of month	10th working day of month	JWD	FM 23.12 CI, Vol. 2XI	Original to JWD. Attach copy to Mission Financial Return.
B	(c) Monthly Register of Passport services	EXT 765	5th working day of month	10th working day of month	JWD	FM 23.12 CI, Vol. 2XI	Original to JWD. Attach copy to Mission Financial Return.
C	(d) Passport Issue Report	Printout	5th working day of month	10th working day of month	JWD	CI, Vol. 2	For automated missions only. (i.e. NYork, Los Angeles, Rome, Bonn, Paris, Ldn and HKong)
A	(e) Promise to repay	EXT 454			JPP	CI 3	As required.
<b>FINANCIAL MANAGEMENT</b>							
Finance							
D	(a) Audit Observation Responses	Telex		See Notes	SBFM		Ad Hoc - 30 days from receipt of EXT 631.
A	(b) Claims Against Crown	Letter or Telegram			SBD	FM 14.1	Copy to JLA.
	(i) Ex Gratia Payments	"			"	FM 14.2	"
	(ii) Nugatory Payments	"			"	FM 14.3	"
D	(c) Collection of Shelter Costs	EXT 1649	6th working day of month		SBFM		Original and cheque/cash to SBFH. Copy and official receipt on mission accounts.
B	(d) Financial Forecasts	Telegram	SEPT 29 DEC 29 APR 1	OCT 4 JAN 8 APR 5	SCBA	CD	Copy to Area Management Advisor (AMA). For small missions, requirement is reduced to one forecast at mid-term only.
A	(e) Loss or Misappropriation of money	Telegram			SBD/SBFM	FM 23.13	Immediately upon discovery.
D	(f) Monthly Mission Financial Return	EXT 412-1 EXT 412-3	5th working day of month	10th working day of month	SBFM	FM 24	Monthly, with exception of small missions operating from a standing advance.
	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	

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