

MON	29 JAN	TUE	30 JAN	WED	31 JAN	THU	1 FEB	FRI	2 FEB	SAT	3 FEB
		— FINANCE: CURRENT MONTH EXPENDITURE				— EXCHANGE RATE SUMMARY					
						— IMMIGRATION: MONTHLY OPERATIONAL REPORT, REFUGEE PROCESSING REPORT					
						— OVERTIME					
						— FOREIGN LANGUAGE TRAINING: EXPENDITURE REPORT					
										EVENING	
										SUN	4 FEB
EVENING		EVENING		EVENING		EVENING		EVENING		EVENING	