

ITEM NO.	REPORT/SUBMISSION	FORMAT	SUBMISSION DATE (MISSION)	DATE DUE IN OTTAWA	TO: HQ AGENCY	REFERENCES	REMARKS	
23.	(b) Addition and deletion reports	Letter			NFB/BMP		Ad Hoc. Original to NFB, copy for BMP.	
	Finance							
	(a) Audit Observations	EXT 631			MFFP		Ad Hoc – 30 days from receipt.	
	(b) Claims Against Crown	Letter or Telegram			MFF	FM 14.1	Copy to JLA.	
	(c) Current Month Expenditure	Telegram		0900 last working day	MFFP*	MFR 280 5/6/79	Monthly – FMO missions only. *Telegraphic address for report: FMSOTT.	
	(d) Financial Forecasts	Telegram	SEPT 30 DEC 31 MAR 31	OCT 10 JAN 10 APR 10	MFR	Circ.	Copy to Area Management Advisor (A.M.A.) and CMA.	
	(e) Locally-Engaged Staff (LES) Salary Forecast	EXT 864	JUN 20	JUN 30	MFR	Circ.	Annual.	
	(f) Loss or Misappropriation of money	Telegram			MFF	FM-23.13	Immediately upon discovery.	
	(g) Mission Budget Proposals	Part of Mission Operational Plan	OCT 12	OCT 19	MFR	Circular Document	Annual – copy to AMA and CMA. (No R.O. detail to CMA).	
	(h) Mission Financial Return	EXT 412-1 EXT 412-3	5th working day of month	10th working day of month	MFFP	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) Employment and Pay Certificates (LES)	EXT 208	"	"	"	LES 4.1	Original to ABK.	
(iv) Financial Assistance (CSP)	EXT 35	"	"	"	CI 3			
(v) Hospitality Expenses	EXT 904	"	"	"	Reg 10			