

TYPE	REPORT	FORMAT	PREPARE REPORT	DATE DUE IN OTTAWA	TO: HQ DIVISION	REFERENCES	REMARKS
	(v) Reconciliation Package (BANK_RECON_PKG)	Report	Last working day of month	10th working day of month	SBRM	Financial Newsletter APR 1996	Prepared at the month-end closing date as indicated by the DBA. HOM and Mission Financial Officer are required to sign the report and ensure that the bank reconciliation package with the bank statement or verification of cash account (EXT 699) are sent within the prescribed delays for each account.
	(vi) Standing Advances – Certification		MAR 31	APR 30	SBRA		Certificate is attached to the year-end procedures sent by SBR. Must be completed to certify the continuing need for the advance. To be attached as an annex to the year-end procedures returned to HQs.
	(vii) Standing Advances – Verification	EXT 699	SEP 30 DEC 31 MAR 31 JUN 30	OCT 15 JAN 15 APR 15 JUL 15	SBRA		Dated verification to be provided quarterly or when holder changes.
A	(f) Loss or Misappropriation of money	E-mail			SBD/SBRA	23.14	Immediately upon discovery.
B	(g) Mid-term Financial Review		SEP 30	OCT 24	AMO	E-mail from SMR	Other reviews could be requested by AMOs.
	Mission Program Allocation						
D	(a) Locally-Engaged Staff – Salary Forecast	EXT 864	MAY 1	JUN 24	SMR	CD	Copy to the AMO. SMR will issue annual instructions to missions.
B	(b) Personnel Utilization Profiles		SEP 15	OCT 15	SMR		SMR will issue annual instructions to missions.
D	(c) Price Increase Survey	EXT 1527	MAY 1	JUN 24	SMR	CD	Copy to the AMO. SMR will issue annual instructions to missions.
D	NAFTA Procurement Reports	E-mail, diskette or mail	SEP 30 DEC 31 MAR 31 JUN 30	OCT 15 JAN 15 APR 15 JUL 15	SBRP	CD 2/95 10/1/95	Quarterly reports of procurement of goods, services and contracts over NAFTA thresholds.

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