

Boy Scouts of the Philippines
NATIONAL OFFICE
Manila

16 January 2015

NATIONAL OFFICE MEMORANDUM

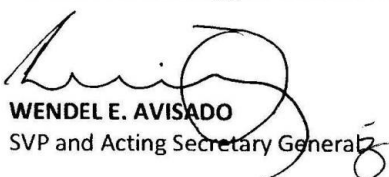
Number 04 s. 2015

TO : Regional Scout Directors, Council Scout Executives and
Officers-In-Charge

SUBJECT : **SUBMISSION OF LOCAL COUNCIL/REGIONAL OFFICE REPORTS**

1. As agreed upon during the Conference on the Enhancement of the CY 2015 Annual Work and Financial Plan held on January 13-16, 2015 at the BSP National Executive Board Room, attached herewith is the Checklist of Required Reports to be submitted by the Local Councils to the Regional Office and from the Regional Office to the National Office, respectively.
2. Keep yourselves reminded by placing the Checklist of reports underneath your table glass or post it near a place where it could easily be seen. Submit your reports before a follow-up call or a tracer reaches you. Maximize the use of Internet in submitting reports and communications as may be required from time to time direct to the Office of the Senior Vice President and Acting Secretary General, copy furnished the Office of the Regional Scout Director and the National Office Division Director concerned.
3. You are to include the following in the preparation of your reports:
 - **Council/Regional Scout Commissioners** – must be appointed before the end of December for the issuance of the Certificate of Commission by the National Office during the month of January of the following year and making sure that everyone is registered.
 - **Calendar of Activities** – in planning for activities, a cost effective approach and strategy must be adopted to lessen expenses and efforts on the part of the people that you will utilize and involve in. *No Council/Region-wide activities shall be conducted that will coincide with a National Event which requires maximum participation of Scouts Section specified for the gathering.*
 - **Council Profile** – make sure that all officers of the Local Council Executive Board are registered to legalize whatever actions they are going to make especially in the application for NaFCO withdrawals.
4. Withholding of **Financial Aid** for failure to submit when due, the required reports as well as the other reports that may be required from time to time should be strictly enforced and would then be the basis of their performance evaluation based on the Strategic Performance Management System (SPMS).

For the information, guidance and compliance of all concerned.


WENDEL E. AVISADO
SVP and Acting Secretary General

Encl: as stated

CHECKLIST OF REQUIRED REPORTS

COUNCIL REPORT

A Council Report is accomplished in duplicate copies unless otherwise stated. The original is for the Regional Office and the duplicate copy for the Council file. All reports from local council should be submitted direct to the Regional Office who shall in turn forward the same to the National Office within **TWO WEEKS** after receipt from the Local Councils. The deadlines in the date of the reports expected to reach the receiving office and not the date dispatched.

A.	ANNUAL COUNCIL REPORT	DEADLINE
1.	ANNUAL COUNCIL REPORT (Prepared by the Council Scout Executive or Chairman, accepted by the Board, covering Council operations for the period from Jan. 01 to Dec. 31 of the year just ended – narrative, statistical, analytical and pictorials is appreciated).	31 March
2.	Annual Financial Statement/Report (This is a Treasurer’s Report duly audited by the Council Auditor and approved by the Board covering the period from Jan. 01 to Dec. 31 of the year just ended).	31 March
	2.1 Inventory of Council Property (Prepared by the Property Custodian or the responsible person for property certified true and correct by the Auditor, duly approved by the Board including additional property acquired either by purchase or donation during the year just ended).	
3.	Council Profile (with approved Minutes of the meeting when the Annual Council Meeting was conducted and Election of Officers).	31 March
4.	Local Council By-Laws (Amendments if there is any).	31 March

To be submitted to the Regional Office ONLY

1.	Council Budget (Estimated income and expenditures for the coming year prepared by Finance Committee approved by the Board).	31 January
2.	Calendar of Scouting Events and Observances (12-month spread for the ensuing year)	31 January
3.	Training Calendar and Goals (Schedule of courses, number of courses planned for the ensuing year).	31 January
4.	Key Result Areas and Objectives (For the ensuing year. Put your priorities, action steps and action plans to undertake, target date of accomplishment and success indicators).	31 January

28

To be submitted by the CSEs/OICs to the Regional Office ONLY

B. WEEKLY/MONTHLY

- | | |
|--|---|
| 1. Weekly Membership Registration & Statistical Report (MRSR)
together with the duplicate copy of Official Receipt/s & Bank Deposit Slip/s | Every Monday |
| 2. Monthly Scout Advancement Statistical Report | Every 15 th day of the month |
| 3. Minutes of Regular/Special Board Meeting
(at least six (6) Regular Board Meetings and Six (6) Executive Committee Meetings) | Within 15-20 days after each meeting. |
| 4. Monthly Accomplishment Report
(Analysis on the council performance of the month based on targets as indicated in the key result areas) | Every 5 th day of the month |
| 5. Monthly Activity Report
(based on the council's calendar of events including intervening activities) | Every 5 th day of the month |

II. REGIONAL REPORT

A. ANNUAL REGIONAL REPORT

- | | |
|---|------------------------------------|
| 1. Annual Regional Report
(Prepared by RSD or RSC Chairman, accepted by RSC, covering Regional Operations for the period from Jan. 01 to Dec. 31 of the year just ended (narrative, statistical, analytical and with pictorials, if necessary). | Within the 1 st Quarter |
| 2. Nomination for Regional Commissioners | On or before 31 December |
| 3. Regional Profile
(with approved minutes of the meeting when the RSC meeting was conducted and election of officers). | 30 April |
| 4. Office/Individual Performance Commitment and Review | 31 January |

B. MONTHLY REGIONAL REPORTS

- | | |
|--|---|
| 1. Monthly Membership Registration & Statistical Report (MRSR)
(2 sets one for Finance Division with attached bank deposit slip/s and one for Field Operations Division) | Every 15 th day of the following month |
| 2. Monthly Scout Advancement Statistical Report | Every 15 th day of the month |
| 3. Monthly Accomplishment Report
(Analysis on the council performance of the month based on targets as indicated in the key result areas) | Every 10 th day of the month |
| 4. Monthly Activity Report
(based on the council's calendar of events including intervening activities) | Every 10 th day of the month |

3

OTHER REPORTS

- | | |
|---|--|
| 1. Regional Operations Report
(Regional Performance information and analysis, e.g. activities, trainings, administration, membership and advancement, etc.) | Every first month of the following Quarter |
| 2. Minutes of Councils' Regular/Special Board Meeting
(at least six (6) Regular Board Meetings and six (6) Executive Committee Meetings) | Within 15-20 days after each Meeting. |
| 3. Special reports | As called for. |

