

Boy Scouts of the Philippines
NATIONAL OFFICE
Manila

20 January 2014

NATIONAL OFFICE MEMORANDUM

Number 06 s. 2014

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

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

1. As agreed during the Year-end Performance Review held on December 14-16, 2013 at BSP National Executive Board Room. Enclosed is the Checklist of Required Reports to be submitted to either/or Regional/National Office. Regions and Local Councils should establish their own **CUT OFF DATES**.
2. Keep yourself reminded by placing the Checklist of reports beneath your table glass or post near a place that could easily be seen. Submit your reports before a follow-up call or a tracer reaches you. If possible, maximize the use of Internet in submitting reports and communications direct to the office of the Senior Vice-President and Acting Secretary General.
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 Commission Certificate by the National Office January of the following year and make sure everyone is registered.
 - **Calendar of Activities** – in planning activities there should be a pattern/series of activities to lessen expenses and efforts on the part of the people whom you are going to involve. *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. Submission of reports would be part of the basis of the Local Council performance and evaluation..
5. For your information, guidance and strict compliance.


WENDEL E. AVISADO
SVP and Acting Secretary General

Encl: as stated
RSV/fcm

CHECKLIST OF REQUIRED REPORTS

1. COUNCIL REPORT

A Council Report is accomplished in duplicate copies unless otherwise stated. The original for the Regional Office, the duplicate copy for for Council file. All reports from local council should be submitted direct to the Regional Office who shall in turn forward some reports required by 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

To be submitted to Regional and National Office

1. **Annual Council Report** 31 January
(Prepared by the Council Scout Executive or Chairman, accepted by the Board, covering Council operations for the period from Jan. 01 Dec. 31 of the year just ended – narrative, statistical, analytical and pictorials is appreciated).

2. **Annual Financial Statement/Report** 31 January
(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).
 - 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).

2. **Council Profile** 31 March
(with approved Minutes of the meeting when the Annual Council Meeting was conducted and Election of Officers).

3. **Local Council By-Laws** 31 March
(Amendments if there is any).

To be submitted to Regional Office ONLY

1. **Council Budget** 31 January
(Estimated income and expenditures for the coming year prepared by Finance Committee approved by the Board).

2. **Calendar of Scouting Events and Observances** 31 January
(12-month spread for the ensuing year)

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| 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 |

B. WEEKLY/MONTHLY

To be submitted to the Regional Office Only

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| 1. | Weekly Membership Registration & Statistical Report (MRSR) together with duplicate copy of Official Receipt/s & Bank Deposit Slip/s | every Monday of the ensuing week |
| 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. |

C. QUARTERLY REPORTS

To be submitted to Regional Office ONLY

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| 1. | Council Operations Report
(Council performance with information on activities/trainings conducted and analysis) | every 20 th of the 1 st month of the following quarter. |
| 2. | Duly Audited Financial Report
(Ref. N.O. Memo Nos. 41 & 58 s. 1999 supported by photo copy of council's bank account). | - do - |

II. REGIONAL REPORT

(accomplished and submit in two copies, original for National Office).

A. ANNUAL REGIONAL REPORT

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| 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). | 31 January |
| 2. | Annual Financial Statement/Report
(Treasurer's Report, duly audited and approved by RSC covering the period Jan. 01 to Dec. 31 of the year just ended). | 31 January |

2.1 Inventory of Regional Property
 (Prepared by RSD, audited and approved by RSC including additional property acquired Either by purchase or donations during the year just ended).

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| 3. | Regional Budget
(Estimated income and expenditures for the ensuing year prepared by RSD and Treasurer). | 31 January |
| 4. | Calendar of Scouting Events and Observances
(12 month spread for the ensuing year) | 31 January |
| 5. | Training Calendar and Goals
(Schedule of courses and number of Regional courses planned. And, if possible the target number of completion for the Advanced Training Course). | 31 January |
| 6. | Nomination for Regional Commissioners
(For the ensuing year). | on or before
31 December |
| 7. | Key Result Areas and Objectives
(For the ensuing year). | 31 January |
| 8. | Regional Profile
(with approved minutes of the meeting when the RSC meeting was conducted and election of officers) | 30 April |

B. MONTHLY REGIONAL REPORTS

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| 1. Membership Registration and Statistical Report
(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. Duly Audited Financial Report
(Bank Statement/Cash Position, Cash Receipt and Disbursement Sheets duly signed by Regional Treasurer and Auditor). | - do - |
| 3. Scout Advancement Statistical Report | every 20 th of the Following month |

C. QUARTERLY REGIONAL REPORTS

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| 1. Regional Operations Report
(Regional Performance Information & Analysis) | 10 th of the 1 st month of the following quarter |
| 2. Training Statistical Report, etc. | - do - |

D. OTHER REPORTS

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| 1. Minutes of Regional Scout Committee Meetings
(at least six (6) RESCOM Meetings) | 15-20 days after each meeting. |
| 2. Special Reports | as required. |