



## BOY SCOUTS OF THE PHILIPPINES

### National Office

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13 July 2017



### NATIONAL OFFICE MEMORANDUM

Number \_\_\_\_\_ 38 s. 2017

**To : Regional Scout Directors, Council Scout Executives and Officer-In-Charge**

**Subject : SUBMISSION OF LOCAL COUNCILS/REGIONAL OFFICES REQUIRED REPORTS**

1. As agreed upon during the Mid-year Performance Review held on July 1 – 4 2017 at El Grande Residence Resort at Lipa City, Batangas, enclosed is the Checklist of Required Reports to be submitted to National Office effective immediately.
2. These reports shall form part of the basis for the evaluation of Local Council performance.
3. For your information, guidance and compliance.

**ROGELIO S. VILLA JR.**

Secretary General

Encl: as stated  
SDH/cmc

## CHECKLIST OF REQUIRED REPORTS

### I. COUNCIL REPORT

The Council Report is accomplished in duplicate copies. The original copy for the Regional Office, the duplicate copy for Council file. All reports from local council shall be submitted 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. All reports are expected to reach the receiving office not later than the deadline, viz:

A. ANNUAL COUNCIL REPORT	DEADLINE
<b>To be submitted to Regional and National Office</b>	
<b>1. Annual Council Report</b> (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 January
<b>2. Annual Financial Statement/Report</b> (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 January
<b>3. Inventory of Council Property</b> (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).	31 January
<b>4. Council Profile</b> (with approved Minutes of the meeting when the Annual Council Meeting was conducted and Election of Officers).	31 March
<b>5. Local Council By-Laws</b> (Amendments if there is any).	31 March
<b>6.</b> Application for Local Council Charter Renewal with Bank Deposit Slip showing payment of charter fee.	01 January
<b>7. Council Budget</b> (Estimated income and expenditures for the coming year prepared by Finance Committee approved by the Board).	31 January

## **To be submitted to Regional Office ONLY**

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|---|--------------------------|
| <b>1. Calendar of Scouting Events and Observances</b><br>(12 month spread for the ensuing year)   | 31 January               |
| <b>2. Training Calendar and Goals</b> (Schedule of courses, number of courses planned for the ensuing year).  | 31 January               |
| <b>3. Key Result Areas and Objectives</b><br>(For the ensuing year. Put your priorities, action steps and action plans to undertake, target date of accomplishment and success indicator) | 31 January<br>31 January |

### **B. WEEKLY/MONTHLY**

## **To be submitted to Regional Office ONLY**

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|--|--|
| <b>1.</b> Weekly Membership Registration & Statistical Report (MRSR) together with duplicate copy of Official Receipt/s & Bank Deposit Slip/s  | every Monday<br>of the ensuing week        |
| <b>2.</b> Monthly Scout Advancement Statistical Report   | every 15 <sup>th</sup> Day of<br>the month |
| <b>3.</b> Minutes of Regular/Special Board Meeting (at least six (6) Regular Board Meetings and six (6) Executive Committee Meetings).   | within 15 – 20 days<br>after each meeting  |
| <b>4.</b> Key Result Areas and Objectives<br>(For the ensuing year. Put your priorities, action steps and action plans to undertake, target date of accomplishment and success indicator). |  |

### **C. QUARTERLY REPORTS**

## **To be submitted to Regional Office ONLY**

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|---|--|
| <b>1. Council Operations Report</b> (Council performance with information on activities/trainings conducted and analysis)   | every 20 <sup>th</sup> of the 1 <sup>st</sup><br>month of the<br>following quarter |
| <b>2. Duly Audited Financial Report</b> (Ref. N.O. Memo Nos. 41 and 48 s. 1999 supported photo copy of Local Council's bank account signed by Council Treasurer and Auditor). | every 20 <sup>th</sup> of the 1 <sup>st</sup><br>month of the<br>following quarter |

## **II. REGIONAL REPORT**

(Accomplished and submitted in two copies, original for National Office)

### **A. ANNUAL REGIONAL REPORT**

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|--|------------|
| <b>1. Annual Regional Report</b> (Prepared by RSD or RSC Chairman, accepted by RSC, covering Regional Operations for the period from Jan. 01 to Dec. 31 of | 31 January |
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the year just ended- narrative, statistical, analytical and with pictorials, if necessary).

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|--|------------|
| <b>2. Annual Financial Statement/Report</b> (Treasurer's Report, duly audited and approved by RSC covering the period Jan. 01 to Dec. 31 of the year just ended).                          | 31 January |
| <b>3. Inventory of Regional Property</b> (Prepared by RSD, audited and approved by RSC including additional property acquired either by purchase or donations during the year just ended). | 31 January |
| <b>4. Regional Budget</b> (Estimated income and expenditures for the ensuing year prepared by RSD and Treasurer).  | 31 January |
| <b>5. Calendar of Scouting Events and Observances</b> (12 month spread for the ensuing year)   | 31 January |
| <b>6. Training Calendar and Goals</b> (Schedule of courses and number of Regional courses planned. And, if possible the target number of completion for the Advanced Training Course).     | 31 January |
| <b>7. Nomination for Regional Commissioners</b> (For the ensuing year).  | 01 January |
| <b>8. Key Result Areas and Objectives</b> (For the ensuing year).  | 31 January |
| <b>9. Regional Profile</b> (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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|---|---|
| <b>1. Membership Registration and Statistical Report</b> (2 sets one for Finance Division with attached bank the following month deposit slip/s and one for Field Operations Division). | Every 15 <sup>th</sup> day of the Following month |
| <b>2. Duly Audited Financial Report</b> (Bank Statement/Cash Position, Cash Receipt and Disbursement Sheets duly signed by Regional Treasurer and Auditor).                             | Every 15 <sup>th</sup> day of the Following month |
| <b>3. Scout Advancement Statistical Report</b>  | Every 20 <sup>th</sup> day of the Following month |

## C. QUARTERLY REGIONAL REPORTS

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|---|--|
| <b>1. Regional Operations Report</b> (Regional Performance Information and Analysis | 10 <sup>th</sup> of the 1 <sup>st</sup> month of the following quarter |
| <b>2. Training Statistical Report, etc.</b>   | 10 <sup>th</sup> of the 1 <sup>st</sup> month of the following quarter |

## D. OTHER REPORTS

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