



Boy Scouts of the Philippines

National Office

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SEP 07 2017



NATIONAL OFFICE MEMORANDUM

Number 44 s. 2017

To : Regional Scout Directors/Council Scout Executives/Officers-In-Charge

SUBJECT : CORRIGENDUM TO N.O. MEMORANDUM NO. 38 SERIES OF 2017

Further to National Office Memorandum No. 38 dated 13 July 2017 on the subject, "Submission of Local Councils/Regional Offices Required Reports", please find herewith attached the corrected guidelines and checklist of required reports.

Please be guided and strictly observed with the new and corrected guidelines and checklist in the submission of the required reports.

For your information, guidance and compliance.



ROGELIO S. VILLA, JR.

Acting Secretary General

CHECKLIST OF REQUIRED REPORTS

I. COUNCIL REPORT

The Council Report is accomplished in three (3) copies. The original copy for the National Office, the duplicate copy for the Regional Office and the triplicate copy for Council file. All reports from local council (the original and duplicate copies) 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. All reports are expected to reach the receiving office not later than the deadline, viz:

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 January
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 January
3. 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).	31 January
4. Council Profile (with approved Minutes of the meeting when the Annual Council Meeting was conducted and Election of Officers).	31 March
5. Local Council By-Laws (Amendments if there is any).	31 March
6. Application for Local Council Charter Renewal with Bank Deposit Slip showing payment of charter fee.	01 January
7. Council Budget (Estimated income and expenditures for the coming year prepared by Finance Committee approved by the Board).	31 January
8. Calendar of Scouting Events and Observances (12onth spread for the ensuing year)	31 January

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| <p>9. Training Calendar and Goals
(Schedule of courses, number of courses planned for the ensuing year).</p> | <p>31 January</p> |
| <p>10. Key Result Area and Objectives
(for the ensuing year. Put your priorities, action steps and action plans to undertake, target date of accomplishment and success indicator)</p> | <p>31 January</p> |

B. QUARTERLY COUNCIL REPORT

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| <p>1. Duly Audited Financial Report
(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).</p> | <p>every 20th of the 1st month of the following quarter</p> |
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C. MONTHLY COUNCIL REPORTS

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| <p>1. Minutes of Local Council Board/Executive Committee Meeting
(at least six (6) Regular Board Meetings and six (6) Executive Committee Meetings).</p> | <p>within 15 – 20 days after each meeting</p> |
| <p>2. Minutes of the Steering and Other Committees</p> | <p>within 15 – 20 days after each meeting</p> |
| <p>3. Monthly Council Operations Report
(council performance with information on activities conducted and analysis)</p> | <p>every 20th of the month</p> |

II. REGIONAL REPORT

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

A. ANNUAL REGIONAL REPORT

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| <p>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).</p> | <p>31 January</p> |
| <p>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).</p> | <p>31 January</p> |

3. 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).	31 January
4. Regional Budget (Estimated income and expenditures for the ensuing year prepared by RSD and Treasurer).	31 January
5. Calendar of Scouting Events and Observances (12 month spread for the ensuing year)	31 January
6. 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
7. Nomination for Regional Commissioners (For the ensuing year).	01 January
8. Key Result Areas and Objectives (For the ensuing year).	31 January
9. Regional Profile (with approved minutes of the meeting when the RSC meeting was conducted and election of officers).	30 April

B. QUARTERLY REGIONAL REPORTS

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

C. MONTHLY REGIONAL REPORTS

1. Membership Registration and Statistical Report (2 sets one for Finance Division with attached bank the following month deposit slip/s and one for Field Operations Division).	Every 15 th day of the Following month
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| <p>2. Duly Audited Financial Report
 (Bank Statement/Cash Position, Cash Receipt and Disbursement Sheets duly signed by Regional Treasurer and Auditor).</p> | <p>Every 15th day
 of the
 Following
 month</p> |
| <p>3. Scout Advancement Statistical Report</p> | <p>Every 20th day
 of the
 Following
 month</p> |

D. OTHER REGIONAL REPORTS

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

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