

Boy Scouts of the Philippines
NATIONAL OFFICE
Manila

08 November 2012

NATIONAL OFFICE MEMORANDUM
Number 49 s. 2012

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

SUBJECT : **REVISION OF DEADLINE SET FOR SUBMISSION
OF REQUIRED REPORTS**

1. As agreed during the National Mid-Year Performance Review held on July 09-11, 2012 at BSP National Executive Board Room. Enclosed is the Checklist of Required Reports with revision of the deadline set for submission. 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 Field Operations Division.
3. Please be informed also of the following in the preparation of your report:
 - **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. Forfeiture of **Financial Aid** for failure to submit the required reports when due should be strictly enforced. Thereafter, submission of other reports would be the basis of the performance and evaluation as well as the release of the Monthly Financial Aid.
5. Everybody is enjoined to give their highest priority, attention and strict compliance.



J. RIZAL C. PANGILINAN
Secretary General

Encl: as stated

RSV/fcm

CHECKLIST OF REQUIRED REPORTS

1. COUNCIL REPORT

A Council Report is accomplished in three (3) copies in typewritten form. The original 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. 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 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
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 Budget (Estimated income and expenditures for the coming year prepared by Finance Committee approved by the Board).	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, number of courses planned for the ensuing year).	31 January
6.	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
7.	Local Council By-Laws (Amendments if there is any).	31 March
8.	Council Profile (with approved Minutes of the meeting when the Annual Council Meeting was conducted and Election of Officers).	31 March

B. WEEKLY/MONTHLY

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 15th day of the month

C. QUARTERLY REPORTS

1. **Council Operations Report**
(Council performance with information on activities/trainings conducted and analysis) every 20th of the 1st 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 -

OTHER REPORTS

1. **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.
2. **Special Reports Required** as called for.

II. REGIONAL REPORT

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

A. ANNUAL REGIONAL REPORT

1. **Annual Regional Report** 31 January
(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).
2. **Annual Financial Statement/Report** 31 January
(Treasurer's Report, duly audited and approved by RSC covering the period Jan. 01 to Dec. 31 of the year just ended).
 - 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).
3. **Regional Budget** 31 January
(Estimated income and expenditures for the ensuing year prepared by RSD and Treasurer).
4. **Calendar of Scouting Events and Observances** 31 January
(12 month spread for the ensuing year)
5. **Training Calendar and Goals** 31 January
(Schedule of courses and number of Regional courses planned. And, if possible the target number of completion for the Advanced Training Course).

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| 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 Report Required | as required. |

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