



Boy Scouts of the Philippines

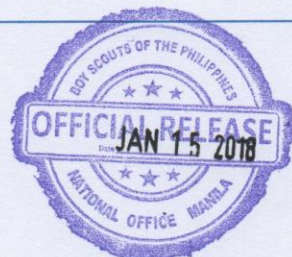
National Office

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JAN 15 2018



NATIONAL OFFICE MEMORANDUM

Number 01 s. 2018

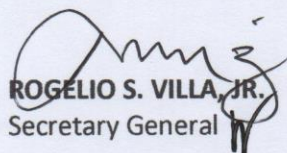
To : Regional Scout Directors, Council Scout Executives and Officers-In-Charge

SUBJECT : SUBMISSION OF LOCAL COUNCILS/REGIONAL OFFICES REQUIRED REPORT


As agreed upon during the National Year-End Performance Review held on 16-17 December 2017 at BSP National Executive Board Room, Ermita, enclosed is the checklist of the Required Reports to be submitted to National Office. These reports shall form part as basis in the evaluation of the Local Council's performance.

Kindly be guided with the new guidelines and deadlines in the submission of the said reports.

For your information, guidance and compliance.


ROGELIO S. VILLA, JR.
Secretary General

Incl: as stated

/RSV/SDF/mgi 

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 Narrative 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. Council Profile (with approved Minutes of the meeting when the Annual Council Meeting was conducted and Election of Officers).	31 March
4. Application for Local Council Charter Renewal with Bank Deposit Slip showing payment of charter fee.	31 January
5. Council Budget (Estimated income and expenditures for the coming year prepared by Finance Committee approved by the Board).	31 January
6. Calendar of Scouting Events and Observances (12 onth spread for the ensuing year)	31 January
7. Training Calendar and Goals (Schedule of courses, number of courses planned for the ensuing year).	31 January
8. Office Performance Commitment and Review (for the ensuing year. Put your priorities, action steps and action plans to undertake, target date of accomplishment and success indicator)	31 January

B. MONTHLY COUNCIL REPORTS

1. Minutes of Local Council Board/Executive Committee Meeting (at least six (6) Regular Board Meetings and six (6) Executive Committee Meetings).	within 15 – 20 days after each meeting
2. Minutes of the Steering and Other Committees	within 15 – 20 days after each meeting

3. Monthly Council Operations Report (council performance with information on activities conducted and analysis)	every 20 th of the month
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II. REGIONAL REPORT
(accomplished and submit in two copies, original for National Office)

A. ANNUAL REGIONAL REPORT

1. Annual Narrative 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. 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
3. Nomination for Regional Commissioners (For the ensuing year).	31 January
4. 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
2. Scout Advancement Statistical Report	Every 20 th day of the Following month

D. OTHER REGIONAL REPORTS

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

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