



Boy Scouts of the Philippines

National Office

181 Natividad Almeda-Lopez Street, Ermita, 1000 Manila

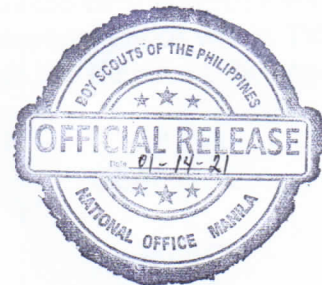
PO Box 1378, Manila CPO, Philippines

Website: www.scouts.org.ph

E-mail: bsp@scouts.org.ph

(632) 528-05-55 / (632) 527-51-09 / (632) 527-83-17 to 20 / Fax: (632) 528-05-77

12 January 2021



NATIONAL OFFICE MEMORANDUM

No. 05

Series of 2021


TO : National Office Directors and Executives
Regional Scout Directors and Executives
Council Scout Executives and Officers-In-Charge
All Others Concerned

SUBJECT : SUBMISSION OF REGIONAL OFFICES AND LOCAL COUNCILS
REQUIRED REPORTS

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 guidelines and deadlines in the submission of the said reports.

For your information, guidance and compliance.


ROGELIO S. VILLA, JR.
Secretary General

FOD/SDH/fmo

CHECKLIST OF REQUIRED REPORTS

1. COUNCIL REPORT

A Council Report is accomplished in three (3) copies in typewritten form. The original copy is for the National Office, the duplicate copy is for the Regional Office and the triplicate copy is for Council file. All reports from local councils (original and duplicate) should be submitted directly 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 must reach the National Office on or before the stated deadlines:

A. ANNUAL COUNCIL REPORT

DEADLINE

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|---|------------|
| 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 pictorial reports are 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 properties 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 and 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 and number of courses planned for the ensuing year). | 31 January |
| 6. Key Result Areas and Objectives
(These are priorities, action steps and action plans to undertake, target date of accomplishment and success indicators for the ensuing year) | 31 January |
| 7. Local Council By-Laws
(Amendments if there are any). | 31 March |

8. **Council Profile**
(with approved Minutes of the meeting when the Annual Council Meeting and Election of Officers were conducted)

31 March

B. MONTHLY

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|---|---|
| 1. Monthly 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 |

C. QUARTERLY REPORTS

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|---|---|
| 1. Council Operations Report
(Council performance in terms of activities/trainings conducted with 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 a photo copy of council's bank account). | - do - |

OTHER REPORTS

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|--|---------------------------------------|
| 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. |

2. REGIONAL REPORTS

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| 1. Inventory of Regional Property
(Prepared by RSD, audited and approved by RSC including additional properties acquired either by purchase or donation during the year that just ended). | 31 January |
| 2. Monthly 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 |
| 3. Monthly Scout Advancement Statistical Report | every 20 th of the Following month |
| 4. Quarterly Regional Operations Report
(Regional Performance Information & Analysis) | 10 th of the 1 st month of the following quarter |

5. Quarterly Training Statistical Report, etc.

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OTHER REPORTS

1. Minutes of Regional Scout Committee Meetings
(at least six (6) RESCOM Meetings)

15-20 days after
each meeting.

2. Special Reports

As required.

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