



Boy Scouts of the Philippines

National Office

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10 January 2022

NATIONAL OFFICE MEMORANDUM

No. 2 Series of 2022




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

SUBJECT : **SUBMISSION OF REGIONAL AND LOCAL COUNCILS**
REQUIRED REPORTS

Enclosed is the checklist of the Required Reports to be submitted to the National Office. These reports shall form part of the basis in the evaluation of the Local Council's Performance.

Please observe and comply with the guidelines and deadlines in the submission of the said reports.

For your information, guidance and compliance.


ROGELIO S. VILLA, JR.
Secretary General

CHECKLIST OF REQUIRED REPORTS

1. COUNCIL REPORT

A.)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 December 31 of the year just ended – narrative, statistical, analytical and pictorial reports are appreciated)

DEADLINE : 31 JANUARY

B.)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).

DEADLINE : 31 JANUARY

C.)Inventory of Council Property

(Prepared by the Property Custodian or the responsible person for the properties certified true and correct by the Auditor, and duly approved by the Board including additional properties acquired either by purchase or donation during the year just ended).

DEADLINE : 31 JANUARY

D.) Council Budget

(Estimated income and expenditures for the coming year prepared by Finance Committee and approved by the Board).

DEADLINE: 31 JANUARY

E.)2022 Calendar of Scouting Events and Observances

DEADLINE : 31 JANUARY

F.)Training Calendar and Goals – (Schedule of courses planned for the ensuing year).

DEADLINE : 31 JANUARY

G.) Individual Performance Commitment Review (IPCR) – (These are priorities, action steps and action plans to undertake, targets, date of accomplishment, responsible persons, and success indicators for the year)

DEADLINE : 31 JANUARY

H.) Local Council By-Laws (Amendments if there are any)

DEADLINE : 31 MARCH

I.) Council Profile (With approved minutes of the meeting when the Annual Council Meeting and Election of Officers were Conducted)

DEADLINE: 31 MARCH

2. MONTHLY REPORTS

A.) Monthly Membership Registration and Statistical Report (MRSR) together with duplicate copy of the Official Receipt/s and Bank Deposit Slip/s

DEADLINE : EVERY MONDAY OF THE ENSUING WEEK

B.) Monthly Scout Advancement Statistical Report

DEADLINE : EVERY 15th DAY OF THE MONTH

3.) QUARTERLY REPORTS

A.) Council Operations Report – (Council Performance in terms of Activities/Trainings conducted with analysis)

DEADLINE : EVERY 20th OF THE 1st MONTH OF THE FOLLOWING QUARTER

4.) OTHER REPORTS

A.) **Minutes of Regular/Special Board Meeting**

DEADLINE : WITHIN 15-20 DAYS AFTER EACH MEETING

5.) REGIONAL REPORTS

1.) **Monthly Membership Registration and Statistical Report** – (2 sets, one for Finance Division with attached bank deposit slip/s and one for Field Operation Division)

DEADLINE : EVERY 15th OF THE FOLLOWING MONTH

2.) Monthly Scout Advancement Statistical Report

DEADLINE : EVERY 20th OF THE FOLLOWING MONTH

3.) Quarterly Regional Operational Report – (Regional Performance in narrative, analysis and pictorials)

DEADLINE : 10th DAY OF THE 1st MONTH OF THE FOLLOWING QUARTER

4.) Quarterly Training Statistical Report, etc.

DEADLINE : 10th DAY OF THE 1st MONTH OF THE FOLLOWING QUARTER

5.) OTHER REPORTS

A.) Minutes of the Regional Scout Committee Meetings

DEADLINE : 15 - 20 DAYS AFTER EACH MEETING

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