

THE TEMPLE OF CHARIS (TTOC)

NOTICE

29th April, 2022

REPORTING GUIDELINES

1. All monthly reports from directors of the various departments of the commission must be submitted on the **2nd Sunday of every month** without fail to the Administrative Secretary.
2. The report is to be submitted in both soft copy and hard copy (do not bind) form to the Administrative Secretary.
3. The template given for the reports are to be strictly adhered to and any help required should be made known to the Administrative Secretary.
4. The content stated in the report template can be modified as required to adequately reflect the state of the department in the reporting month.
5. Directors are required to polish their skills in MS Word and MS Excel if necessary to ensure professional presentation of reports.
6. An extension of **3 days with permission from the Administrative Secretary** will be granted in cases of delay in submission with genuine and tangible reasons.
7. Where no permission is sought, a delay in submission or failure to submit a monthly report will attract the following disciplinary measures.
 - a. A formal warning from the General Secretary
 - b. A subsequent query from the General Secretary where there is a repeated failure of submission of reports and a response from the

director comprising a formal explanation and signed apology with the promise to not repeat the prohibited conduct.

- c. If there is further non – compliance with the deadlines given without permission, the director will be reported to the Senior Pastor.

Shepherd Prince Frimpong

(Signed)

General Secretary