- Regional books (which consist of receipt journals – form 3000-G, disbursement journals – form 3000-F, and reconciliation forms – form 3000-H) are to be submitted to the Provincial office no later than the 20th of the following month.

- If the books are not received by the 20th of the month, a phone call will be made to the Treasurer of the Region. If the books are still not received within a period agreed upon, a formal letter will be issued to the Treasurer and the Regional Leader.

- Failure to submit books places the region at risk of being disaccredited.