Post Event Checklist

1. All relevant source documents sent to NPPAM within applicable timelines as identified in *Guidance on Morale and Welfare Events*. Source documents include but are not limited to:
   
   a. All NPP invoices related to the MW Event along with POs, properly coded and authorized for payment;
   
   b. All Corporate Credit Card Recaps related to MW Event properly coded and authorized for payment;
   
   c. All Daily Sales Reports (DSRs) for the MW Event;
      
      i. Including but not limited to Ticket, Canteen, and Bar Sales etc,
   
   d. All Change Floats and Petty Cash must be returned with applicable receipts;
   
   e. Any Merchandise Requisitions (MRs) related to the transfer of goods to or from the MW Event;
   
   f. A Stocktaking of all inventories remaining after event completion;
   
   g. Sponsorship MOU’s/Sponsor Support Forms and Donation Tax Receipts and/or Acknowledgement Letters;
   
   h. A listing of all PIK remaining upon event completion;
      
      i. Reconciled Tickets; and
   
      j. Remittance to CRA for taxes withheld.

2. PIK has been disposed of in accordance with the *Guidance for Morale and Welfare Events* paragraph 62.

3. After Action Report (AAR) developed and sent through the applicable chain of command.

4. MW Event Income Statement is reliable and produced in a timeframe to be relevant to decision makers.