

<b>SUBJECT</b>	<b>Date</b>
STANDARD OPERATING PROCEDURES MANUAL INTRODUCTION MONTHLY CALENDAR	12-01-99

PURPOSE: To provide monthly reporting information

PREPARED BY: OS

WHEN PREPARED: By the 15<sup>th</sup> of the preceding month

REFERENCES: 1930-C  
Florida Statutes  
Georgia Statutes  
Procedure Memoranda

1. OS prepares Monthly Calendar and distributes to all properties and DM's by the 15<sup>th</sup> of the preceding month.