

Information Notice

2017 and First Quarter of 2018 Report Filing Due Dates:

Annual Audit; FOCUS; Form Custody; Supplemental Statement of Income (SSOI); Supplemental Schedule for Derivatives and Other Off-Balance Sheet Items (OBS); and Supplemental Inventory Schedule (SIS)

Executive Summary

FINRA reminds firms of their Annual Audit, Financial and Operational Combined Uniform Single (FOCUS), Form Custody, and supplemental FOCUS Report filing obligations. All such filings must be received by FINRA by their required due dates to avoid specified fees as set forth in Schedule A to FINRA's By-Laws and to avoid suspension of FINRA membership. This *Notice* provides the due dates for filings that are due in 2017 or in the first quarter of 2018. All filings submitted to FINRA must be made electronically through FINRA's Firm Gateway.

Questions regarding this *Notice* should be directed to your firm's Regulatory Coordinator.

Background

Annual Audit Report

Firms must submit their annual audit reports in electronic form.¹ Firms must also file the report at the regional office of the SEC in which the firm has its principal place of business and the SEC's principal office in Washington, DC.

In addition, firms that are members of Securities Investor Protection Corporation (SIPC) are reminded that, pursuant to SEA Rule 17a-5(d)(6), they must file the annual audit report with SIPC. SIPC requires that the report must be filed with SIPC electronically via email to SIPCAuditReports@sipc.org. The subject line of the email must include the firm's SEC 8- number, the name of the firm and the fiscal year end for the annual audit report.² Firms should not include any other SIPC report (for example, SIPC-3, SIPC-6 or SIPC-7) in the same email as the annual audit report. Also, firms should include only one annual audit report per email.

December 5, 2016

Suggested Routing

- ▶ Compliance
- ▶ Legal
- ▶ Operations
- ▶ Regulatory Reporting
- ▶ Senior Management

Key Topic(s)

- ▶ Annual Audit Report Filings
- ▶ FOCUS Report Filings
- ▶ Form Custody Filings
- ▶ Supplemental Inventory Schedule
- ▶ Supplemental Schedule for Derivatives and Other Off-Balance Sheet Items
- ▶ Supplemental Statement of Income

Referenced Rules and Notices

- ▶ Regulatory Notice 11-46
- ▶ Regulatory Notice 12-11
- ▶ Regulatory Notice 14-43
- ▶ Regulatory Notice 16-11
- ▶ SEA Rule 15c3-1
- ▶ SEA Rule 17a-5

Filings are due no later than 11:59 p.m. Eastern Time (ET) on the due dates listed in this *Notice*.

Annual Audit Reports

Period Ending	Due Date
November 30, 2016	January 30, 2017
December 31, 2016	March 1, 2017
January 31, 2017	April 3, 2017
February 28, 2017	May 1, 2017
March 31, 2017	May 30, 2017
April 30, 2017	June 29, 2017
May 31, 2017	July 31, 2017
June 30, 2017	August 29, 2017
July 31, 2017	September 29, 2017
August 31, 2017	October 30, 2017
September 30, 2017	November 29, 2017
October 31, 2017	January 2, 2018
November 30, 2017	January 29, 2018
December 31, 2017	March 1, 2018

FOCUS Reports

Firms must submit their FOCUS Reports electronically through the eFOCUS System available via the FINRA Firm Gateway. For information about completing the FOCUS Report, please see the [FOCUS Report submission guidance](#).

Monthly and Fifth³ FOCUS Part II/IIA Filings

Period Ending	Due Date
January 31, 2017	February 24, 2017
February 28, 2017	March 23, 2017
April 30, 2017	May 23, 2017
May 31, 2017	June 23, 2017
July 31, 2017	August 23, 2017
August 31, 2017	September 26, 2017
October 31, 2017	November 27, 2017
November 30, 2017	December 26, 2017

Quarterly FOCUS Part II/IIA Filings

Quarter Ending	Due Date
December 31, 2016	January 26, 2017
March 31, 2017	April 25, 2017
June 30, 2017	July 26, 2017
September 30, 2017	October 25, 2017
December 31, 2017	January 25, 2018

Annual Schedule I Filings

Period	Due Date
2016	January 26, 2017
2017	January 25, 2018

Form Custody

Firms are required to file Form Custody pursuant to SEA Rule 17a-5(a)(5).

Form Custody Filings

Quarter Ending	Due Date
December 31, 2016	January 26, 2017
March 31, 2017	April 25, 2017
June 30, 2017	July 26, 2017
September 30, 2017	October 25, 2017
December 31, 2017	January 25, 2018

Supplemental Statement of Income (SSOI)

Firms must file the SSOI on a quarterly basis.⁴

SSOI Filings

Quarter Ending	Due Date
December 31, 2016	January 31, 2017
March 31, 2017	April 28, 2017
June 30, 2017	July 31, 2017
September 30, 2017	October 30, 2017
December 31, 2017	January 30, 2018

Supplemental Schedule for Derivatives and Other Off-Balance Sheet Items (Form OBS)

Unless subject to the *de minimis* exception, the Form OBS must be filed by (1) all FINRA member firms that self-clear their proprietary transactions or clear transactions for others or carry customer accounts; and (2) all other FINRA member firms that have, pursuant to SEA Rule 15c3-1, a minimum dollar net capital requirement equal to or greater than \$100,000 and at least \$10 million in reportable items pursuant to the Form OBS.⁵ Any firm that is required to file the Form OBS must do so as of the last day of a reporting period within 22 business days of the end of each calendar quarter by using the eFOCUS system. A firm that claims the *de minimis* exception must affirmatively indicate through the eFOCUS system that no filing is required for the reporting period. For more information on the Form OBS, including Frequently Asked Questions, please see the [Derivatives and Other Off-Balance Sheet Items Schedule \(OBS\)](#) page.

Form OBS Filings

Quarter Ending	Due Date
December 31, 2016	February 2, 2017
March 31, 2017	May 2, 2017
June 30, 2017	August 2, 2017
September 30, 2017	November 1, 2017
December 31, 2017	February 1, 2018

Supplemental Inventory Schedule (SIS)

The SIS must be filed by a firm that is required to file FOCUS Report Part II, FOCUS Report Part IIA or FOGS Report Part I, with inventory positions as of the end of the FOCUS or FOGS reporting period, unless the firm has (1) a minimum dollar net capital or liquid capital requirement of less than \$100,000; or (2) inventory positions consisting only of money market mutual funds.⁶ A firm with inventory positions consisting only of money market mutual funds must affirmatively indicate through the eFOCUS system that no SIS filing is required for the reporting period.

SIS Form Filings

Month Ending	Due Date
December 31, 2016	January 31, 2017
January 31, 2017	March 1, 2017
February 28, 2017	March 28, 2017
March 31, 2017	April 28, 2017
April 30, 2017	May 26, 2017
May 31, 2017	June 28, 2017
June 30, 2017	July 31, 2017
July 31, 2017	August 28, 2017
August 31, 2017	September 29, 2017
September 30, 2017	October 30, 2017
October 31, 2017	November 30, 2017
November 30, 2017	December 29, 2017
December 31, 2017	January 30, 2018

FINRA Gateway and Entitlements

Firms are reminded that they must use their current FINRA entitlement user ID and password to access the Firm Gateway. Questions regarding access to the Firm Gateway should be directed to the firm's Super Account Administrator (SAA). Questions regarding the filing of reports, the resetting of passwords or general technical concerns regarding system requirements should be directed to FINRA Business and Technology Support Services at (800) 321-6273.

Endnotes

1. See [Regulatory Notice 11-46](#) (Annual Audit Reports: FINRA to Require Electronic Submission of Annual Audit Reports) (October 2011).
2. See SIPC Member FAQs.
3. A Fifth FOCUS Report is an additional report that is due from a member firm whose fiscal year end is a date other than a calendar quarter.
4. See [Regulatory Notice 12-11](#) (Supplemental FOCUS Information) (February 2012).
5. See [Regulatory Notice 16-11](#) (Supplemental FOCUS Information) (April 2016).
6. See [Regulatory Notice 14-43](#) (SEC Approves Supplemental Inventory Schedule) (October 2014).

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