

# Information Notice

## 2019 and First Quarter of 2020 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)**

### Summary

To assist members in their financial reporting obligations, FINRA is issuing this *Notice* to provide the due dates for Annual Audit, Financial and Operational Combined Uniform Single (FOCUS), Form Custody, and supplemental FOCUS Report filings that are due in 2019 or the first quarter of 2020. Members are reminded that all such filings submitted to FINRA must be made electronically through FINRA's Firm Gateway.

The due dates set forth in this *Notice* are solely as to the filings that are specified in the *Notice* and required under SEA Rule 17a-5 or FINRA Rule 4524. These due dates take into account the federal holiday calendar as appropriate.

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

### Background

#### Annual Audit Report

Firms must submit their annual audit reports to FINRA in electronic form. Pursuant to SEA Rule 17a-5(d)(6), 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. Members are reminded that the SEC has a process for electronic filing of annual audit reports, in lieu of filing in paper form, which the SEC simplified and updated in January 2017.<sup>3</sup> Members should note that the SEC requires firms to obtain EDGAR access credentials in

November 16, 2018

### 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
- ▶ Regulatory Notice 17-07
- ▶ SEA Rule 17a-5

order to be able to file electronically.<sup>4</sup> The process for obtaining such credentials may take several days and members are encouraged to request the access credentials prior to the due date of their filing in order to ensure timely submissions.

Rule 17a-5(d)(6) requires firms that are members of the Securities Investor Protection Corporation (SIPC) to file the annual audit report with SIPC. Members are reminded that in August 2017 SIPC and FINRA announced an agreement designed to ease reporting burdens and compliance costs for firms.<sup>5</sup> Pursuant to the agreement, when a firm that is a SIPC member files an annual audit report through FINRA's Firm Gateway on or after September 1, 2017, this will also constitute filing with SIPC. Members may consult the [SIPC website](#) for further information.

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, 2018	January 29, 2019
December 31, 2018	March 1, 2019
January 31, 2019	April 1, 2019
February 28, 2019	April 29, 2019
March 31, 2019	May 30, 2019
April 30, 2019	July 1, 2019
May 31, 2019	July 30, 2019
June 30, 2019	August 29, 2019
July 31, 2019	September 30, 2019
August 31, 2019	October 30, 2019
September 30, 2019	November 29, 2019
October 31, 2019	December 30, 2019
November 30, 2019	January 29, 2020
December 31, 2019	March 2, 2020

## 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 Fifth<sup>6</sup> FOCUS Part II/IIA Filings

Period End	Due Date
January 31, 2019	February 26, 2019
February 28, 2019	March 25, 2019
April 30, 2019	May 23, 2019
May 31, 2019	June 25, 2019
July 31, 2019	August 23, 2019
August 31, 2019	September 25, 2019
October 31, 2019	November 26, 2019
November 30, 2019	December 24, 2019

### Quarterly FOCUS Part II/IIA Filings

Quarter Ending	Due Date
December 31, 2018	January 25, 2019
March 31, 2019	April 23, 2019
June 30, 2019	July 24, 2019
September 30, 2019	October 24, 2019
December 31, 2019	January 27, 2020

### Annual Schedule I Filings

Period	Due Date
2018	January 25, 2019
2019	January 27, 2020

## 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, 2018	January 25, 2019
March 31, 2019	April 23, 2019
June 30, 2019	July 24, 2019
September 30, 2019	October 24, 2019
December 31, 2019	January 27, 2020

## Supplemental Statement of Income (SSOI)

Firms must file the SSOI on a quarterly basis.<sup>7</sup>

### SSOI Filings

Quarter Ending	Due Date
December 31, 2018	January 30, 2019
March 31, 2019	April 26, 2019
June 30, 2019	July 29, 2019
September 30, 2019	October 29, 2019
December 31, 2019	January 30, 2020

## 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.<sup>8</sup> 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, 2018	February 1, 2019
March 31, 2019	April 30, 2019
June 30, 2019	July 31, 2019
September 30, 2019	October 31, 2019
December 31, 2019	February 3, 2020

**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.<sup>9</sup> 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, 2018	January 30, 2019
January 31, 2019	March 1, 2019
February 28, 2019	March 28, 2019
March 31, 2019	April 26, 2019
April 30, 2019	May 29, 2019
May 31, 2019	June 28, 2019
June 30, 2019	July 29, 2019
July 31, 2019	August 28, 2019
August 31, 2019	September 30, 2019
September 30, 2019	October 29, 2019
October 31, 2019	December 2, 2019
November 30, 2019	December 30, 2019
December 31, 2019	January 30, 2020

## 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. 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.
2. See [Regulatory Notice 11-46](#) (Annual Audit Reports: FINRA to Require Electronic Submission of Annual Audit Reports) (October 2011).
3. See [Electronic Filing of Broker-Dealer Annual Reports](#) on the SEC website; see also [Regulatory Notice 17-07](#) (Updated SEC No-Action Guidance and Instructions on Electronic Filing of Broker-Dealer Annual Reports) (February 2017).
4. See [Procedures for Broker-Dealers to Obtain EDGAR Access Credentials for Submission of X-17A-5 Part III Annual Reports and Amendments](#) on the SEC website.
5. See FINRA News Release, [SIPC and FINRA Streamline Reporting Process for Broker-Dealers](#) (August 1, 2017).
6. 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.
7. See [Regulatory Notice 12-11](#) (Supplemental FOCUS Information) (February 2012).
8. See [Regulatory Notice 16-11](#) (Supplemental FOCUS Information) (April 2016).
9. See [Regulatory Notice 14-43](#) (SEC Approves Supplemental Inventory Schedule) (October 2014).