

# Information Notice

## 2024 and First Quarter of 2025 Report Filing Due Dates

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

### Summary

To assist members in their financial reporting obligations, FINRA is issuing this *Notice* to provide the due dates for Annual Report, Financial and Operational Combined Uniform Single (FOCUS), Form Custody, and supplemental FOCUS Report filings that are due in 2024 or the first quarter of 2025. FINRA reminds members that all such filings they submit to FINRA must be made electronically through FINRA Gateway.

The due dates set forth in this *Notice* refer solely to the filings that are specified in the *Notice* and are required under SEA Rule 17a-5 or FINRA Rule 4524. These due dates take into account the federal holiday calendar as appropriate. Further, the 2024 calendar year is a leap year, which is reflected in certain of the due dates set forth in this *Notice*.

Questions regarding this *Notice* should be directed to your firm's Risk Monitoring Analyst.

### Background

#### Annual Report

Firms must submit their annual reports to FINRA in electronic form.<sup>1</sup> 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. FINRA reminds members that the SEC has a process for electronic filing of annual reports, in lieu of filing in paper form, which the SEC simplified and updated in January 2017.<sup>2</sup>

In February 2021, the SEC issued an order<sup>3</sup> that permits specified firms an additional 30 calendar days to file their annual reports as required

November 1, 2023

### Suggested Routing

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

### Key Topic(s)

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

### Referenced Rules & Notices

- ▶ Information Notice 6/3/21
- ▶ FINRA Rule 4524
- ▶ Regulatory Notice 11-46
- ▶ Regulatory Notice 12-11
- ▶ Regulatory Notice 14-43
- ▶ Regulatory Notice 16-11
- ▶ Regulatory Notice 17-07
- ▶ Regulatory Notice 21-05
- ▶ Regulatory Notice 21-31
- ▶ SEA Rule 15c3-1
- ▶ SEA Rule 15c3-3
- ▶ SEA Rule 17a-5

pursuant to SEA Rule 17a-5(d), subject to certain conditions. The SEC's order, in response to a request by FINRA, is designed to ease potential burdens that smaller members may face in obtaining audit services. Members that meet the conditions set forth in the SEC's order and wish to avail themselves of the 30-day extension must provide notification to FINRA as described further in *Regulatory Notice 21-05*.<sup>4</sup>

Rule 17a-5(d)(6) requires firms that are members of the Securities Investor Protection Corporation (SIPC) to file the annual report with SIPC. Through an agreement between SIPC and FINRA,<sup>5</sup> when a firm that is a SIPC member files an annual report through FINRA Gateway, 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 Reports

<b>Period Ending</b>	<b>Due Date</b>	<b>Due Date for Firms That Meet Conditions for 30-Day Extension</b>
November 30, 2023	January 29, 2024	February 28, 2024
December 31, 2023	February 29, 2024	April 1, 2024
January 31, 2024	April 01, 2024	April 30, 2024
February 29, 2024	April 29, 2024	May 29, 2024
March 31, 2024	May 30, 2024	July 1, 2024
April 30, 2024	July 1, 2024	July 29, 2024
May 31, 2024	July 30, 2024	August 29, 2024
June 30, 2024	August 29, 2024	September 30, 2024
July 31, 2024	September 30, 2024	October 29, 2024
August 31, 2024	October 30, 2024	November 29, 2024
September 30, 2024	November 29, 2024	December 30, 2024
October 31, 2024	December 30, 2024	January 29, 2025
November 30, 2024	January 29, 2025	February 28, 2025
December 31, 2024	March 3, 2025	March 31, 2025

## FOCUS Reports

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

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

Period Ending	Due Date
January 31, 2024	February 26, 2024
February 29, 2024	March 25, 2024
April 30, 2024	May 23, 2024
May 31, 2024	June 26, 2024
July 31, 2024	August 23, 2024
August 31, 2024	September 25, 2024
October 31, 2024	November 26, 2024
November 30, 2024	December 24, 2024

### Quarterly FOCUS Part II/IIA Filings

Quarter Ending	Due Date
December 31, 2023	January 25, 2024
March 31, 2024	April 23, 2024
June 30, 2024	July 24, 2024
September 30, 2024	October 24, 2024
December 31, 2024	January 27, 2025

### Annual Schedule I Filings

Period	Due Date
2023	January 25, 2024
2024	January 27, 2025

## 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, 2023	January 25, 2024
March 31, 2024	April 23, 2024
June 30, 2024	July 24, 2024
September 30, 2024	October 24, 2024
December 31, 2024	January 27, 2025

## 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, 2023	January 30, 2024
March 31, 2024	April 26, 2024
June 30, 2024	July 29, 2024
September 30, 2024	October 29, 2024
December 31, 2024	January 30, 2025

### 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 member firms that self-clear their proprietary transactions or clear transactions for others or carry customer accounts; and (2) all other 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 \(OBS\)](#) page.

**Form OBS Filings**

<b>Quarter Ending</b>	<b>Due Date</b>
December 31, 2023	February 1, 2024
March 31, 2024	April 30, 2024
June 30, 2024	July 31, 2024
September 30, 2024	October 31, 2024
December 31, 2024	February 3, 2025

**Supplemental Inventory Schedule (SIS)**

The SIS must be filed by a firm that is required to file 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.

FINRA reminds members that in 2021 FINRA revised<sup>10</sup> the SIS so that members that are filers of FOCUS Report Part II are no longer required to file the SIS.

**SIS Filings**

<b>Month Ending</b>	<b>Due Date</b>
December 31, 2023	January 30, 2024
January 31, 2024	February 29, 2024
February 29, 2024	March 28, 2024
March 31, 2024	April 26, 2024
April 30, 2024	May 29, 2024
May 31, 2024	July 1, 2024
June 30, 2024	July 29, 2024
July 31, 2024	August 28, 2024
August 31, 2024	September 30, 2024
September 30, 2024	October 29, 2024
October 31, 2024	December 2, 2024
November 30, 2024	December 30, 2024
December 31, 2024	January 30, 2025

### Supplemental Liquidity Schedule (SLS)

The SLS must be filed by each carrying member with \$25 million or more in free credit balances, as defined under SEA Rule 15c3-3(a)(8), and by each member whose aggregate amount outstanding under repurchase agreements, securities loan contracts and bank loans is equal to or greater than \$1 billion, as reported on the member's most recently filed FOCUS Report, unless otherwise permitted by FINRA in writing.<sup>11</sup> The SLS must be completed as of the last business day of each month and filed within 24 business days after the end of the month. A member need not file the SLS for any period where the member does not meet the \$25 million or \$1 billion thresholds.

#### SLS Filings

Month Ending	Due Date
December 31, 2023	February 5, 2024
January 31, 2024	March 6, 2024
February 29, 2024	April 3, 2024
March 31, 2024	May 2, 2024
April 30, 2024	June 4, 2024
May 31, 2024	July 8, 2024
June 30, 2024	August 2, 2024
July 31, 2024	September 4, 2024
August 31, 2024	October 4, 2024
September 30, 2024	November 4, 2024
October 31, 2024	December 6, 2024
November 30, 2024	January 6, 2025
December 31, 2024	February 5, 2025

### FINRA Gateway and Entitlements

FINRA reminds firms that they must use their current FINRA entitlement user ID and password to access FINRA Gateway. Questions regarding access to FINRA 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 [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).
3. [Securities Exchange Act Release No. 91128](#) (February 12, 2021) (Order Extending the Annual Reports Filing Deadline for Certain Smaller Broker-Dealers).
4. Once a member that meets the conditions set forth in the SEC's order submits the required notification to FINRA, the notification need not be submitted again for as long as the member continues to meet those conditions. If a member no longer meets the conditions of the SEC's order, it may not continue to avail itself of the 30-day extension.
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).
10. See [Information Notice 6/3/21](#) (Redesigned eFOCUS System and SEC Security-Based Swap Reporting Requirements; Revised Supplemental Inventory Schedule).
11. See [Regulatory Notice 21-31](#) (FINRA Establishes New Supplemental Liquidity Schedule) (September 2021).