

BISLIG

masayod ka **UPDATER**



LOCAL GOVERNMENT UNIT

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The right to know and the duty to inform... Katungod sa katawhan nga masayod, katungdanan sa Gobyerno nga mohatag ug kasayuran.

City Accounting and Internal Audit Services Office

May 1- October 31, 2019

ACCOMPLISHMENT REPORT

1. INTERNAL AUDIT DIVISION

- Processed 7,557 documents composed of regular payrolls, COS/JOs payrolls, disbursement vouchers, purchase request, purchase order, liquidation reports and appointments of COS and JOs.

2. CITY ACCOUNTING DIVISION

- Generated and submitted monthly financial reports to different offices as of September 30, 2019
- Prepared and submitted Quarterly Reports (Statement of Debt, LDRRMF utilization, Quarterly Statement of Cash Flow, SEF Utilization, Manpower Complement, Unliquidated Cash Advances) for Quarters ended June 30, 2019 and September 30, 2019.
- Prepared and submitted Status of Unliquidated Cash Advances and Schedule of Advances monthly to COA as of September 30, 2019
- Prepared and submitted Statement of Receipts and Disbursements & Statement of Checks Issued to the respective National Agencies monthly as of September 30, 2019
- Assisted and delivered the necessary data requested by the Transition Team.
- Assisted and delivered the necessary data requested by the Administration for the City Mayor's 100 Days Report.

3. BARANGAY ACCOUNTING DIVISION

- Prepared 4,072 Journal Entry Vouchers
- Obligated 2,631 Vouchers Claims
- Checked and verified Financial Reports of Various Barangays
- Prepared Schedule of Unliquidated Cash Advances to concerned Barangays
- Sent Notices to various barangays for failure to submit disbursement vouchers
- Facilitated issuance of 283 Requisition Issued Vouchers
- Prepared 71 Bank Reconciliation Statement of different barangays
- Prepared supporting documents relative to liquidation of Downloaded National Greening Program Funds.

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4. ADMINISTRATIVE DIVISION

- Prepared 180 salary payrolls of City Officials & Employees.
- Prepared 30 payrolls for mid-year bonus of the city officials and employees.
- Prepared 177 Accountant's Advice on Local Check Disbursement and delivered to Land Bank of the Philippines.
- Prepared 353 Accountant's Advice on Local Check Disbursement and delivered to Development Bank of the Philippines
- Prepared 197 Certifications composed of Net Take Home Pay, Loan Repayments, GSIS Premiums, Opening of Payroll Accounts
- Prepared 54 Remittances composed of GSIS, Pag-Ibig, Philhealth, BIR, LANDBANK, DBP, SSS, BisCEA and BCGEMCO and remitted respectively.
- Submitted 41 Binders (May-June 2019 - Segregated and Boundpaid Disbursement Vouchers, Payrolls, Collection Vouchers and Liquidation Reports) to COA.