



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region VII, Central Visayas
TAGBILARAN CITY SCHOOLS DIVISION
City of Tagbilaran
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DIVISION MEMORANDUM

No. 841, s. 2017

TO: **ALL CITY DIVISION FMS PERSONNEL, SUPPLY AND CASHIER PERSONNEL, AND ALL FINANCIAL STAFF OF IMPLEMENTING UNITS**

Subject: **Preparation and Submission of Year-End Financial and Budgetary Reports**

Date: **December 28, 2017**

1. In line with the upcoming Regional Year-End Seminar Workshop on the Preparation of CY 2017 Year-end Financial Reports, Tagbilaran City Division will conduct its own Division Seminar Workshop on the Preparation of CY 2017 Year-End Financial Reports on January 9-13, 2018.
2. All Participants are expected to bring the following:
 - a. Laptops/desktops
 - b. Extension cords
 - c. Bondpapers, folders etc.
 - d. Printer
3. Implementing units are expected to submit in soft and hard copy of their expected reports at the end of the said seminar. (Please see attached reports to be submitted)
4. For purposes of consolidation, financial staffs of implementing units are required to prepare their budgetary and financial reports strictly using the BMS and eFRS system and to submit the budgetary reports using the DBM required template on FARs.
5. All financial staffs of implementing units are required to report to the division accounting office for easy monitoring on the status of report preparation and use of the required system for BMS and eFRS.
6. A registration fee of PHP2,500.00 per pax chargeable to division/school MOOE will be collected to cover the meals/lunch for five (5) days.
7. All expenses relative to the said seminar will be chargeable against Division/School MOOE subject to the usual accounting and auditing rules and regulations.
8. Attendance is a must.
9. For immediate dissemination and strict compliance.

John Avel G. Sagun OIC
For: **VIRGINIA C. ZAPANTA, Ed.D., CESO V**
Schools Division Superintendent
12-28-17

DEPARTMENT OF EDUCATION

Tagbilaran City Division

SEMINAR/WORKSHOP ON THE PREPARATION OF CY 2017 YEAR-END REPORTS

LIST OF REPORTS TO BE SUBMITTED

- Updates on AOM Compliance – 2015 & Prior Years
- Trial Balance as of December 31, 2017
- Detailed Statement of Income as of December 31, 2017
- Detailed Balance Sheet as of December 31, 2017
- Statement of Accumulated Government Equity as of December 31, 2017
- Statement of Cash Flows as of December 31, 2017
- Report of Income as of December 31, 2017
- Status of Cash Advances as of December 31, 2017
- Cash advances with Aging as of December 31, 2017
- Status of NCA Utilization/Received & SING as of December 31, 2017
- Cash Balance as of December 31, 2017
- Schedule of Accounts Payable with Aging as of December 31, 2017
- Schedule of Accounts Receivable with Aging as of December 31, 2017
- Financial Report of Operation as of December 31, 2017
- Physical Report of Operation as of December 31, 2017
- Breakdown of Income (Annex E)
- Statement of Appropriations, Allotments, Obligations, Disbursements and Balances (Annex A)
- List of Allotments / Sub-Allotments (Annex A.1)
- Detailed Statement of Current Year's Obligations, Disbursements and Unpaid Obligations (Annex B)
- Summary of Disbursements
- Statement of Appropriations, Allotments, Obligations, Disbursements, Unpaid Obligations and Balances
- Statements of Appropriations, Allotments, Obligations, Disbursements and Balances