



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region VII, Central Visayas
TAGBILARAN CITY SCHOOLS DIVISION
City of Tagbilaran
Email Add: citydivision@yahoo.com
Tel #: 038-501-9449-Telefax: 038-235-6239



DIVISION MEMORANDUM

No. _____, s. 2018

TO: ALL CITY DIVISION FMS PERSONNEL, ALL FINANCIAL STAFF OF OPERATING
& IMPLEMENTING UNITS

Subject: Submission of Mid Year Financial and Budgetary Reports

Date: June 21, 2018

In line with the implementation of Budget Monitoring System (BMS) and Enhanced Financial Reporting System (EFRS) and in preparation for the Regional Mid - Year Reconciliation of Financial and Budgetary Reports you are directed to prepare and submit to the Division Accounting Office in hard and soft copies the following Financial and Budgetary Reports:

- Compliance of Audit Findings and Observation validated by COA as per 2008 CAAR
- Trial Balance as of June 30, 2018
- Detailed Statement of Income as of June 30, 2018
- Detailed Balance Sheet as of June 30, 2018
- Statement of Accumulated Government Equity as of June 30, 2018
- Statement of Cash Flows as of June 30, 2018
- Report of Income as of June 30, 2018
- Status of Cash Advances as of June 30, 2018
- Cash advances with Aging as of June 30, 2018
- Status of NCA Utilization/Received & SING as of June 30, 2018
- Cash Balance as of June 30, 2018
- Schedule of Accounts Payable with Aging as of June 30, 2018
- Schedule of Accounts Receivable with Aging as of June 30, 2018
- Financial Report of Operation as of June 30, 2018
- Physical Report of Operation as of June 30, 2018
- Breakdown of Income (Annex E)
- Consolidated Statement of Appropriations, Allotments, Obligations, Disbursements and Balances (Annex A)

- List of Allotments / Sub-Allotments (Annex A.1)
- Consolidated Detailed Statement of Current Year's Obligations, Disbursements and Unpaid Obligations (Annex B)
- Consolidated Summary of Disbursements
- Consolidated Statement of Appropriations, Allotments, Obligations, Disbursements, Unpaid Obligations and Balances
- Consolidated Statements of Appropriations, Allotments, Obligations, Disbursements and Balances

All financial staffs of implementing units are required to report to the division accounting office on July 1-7, 2018 for easy monitoring on the status of report preparation and use of the required system for BMS and eFRS.

A registration fee of PHP4,000.00 per pax chargeable to division/school MOOE will be collected to cover the meals/lunch for four (7) days.

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 BFARS and URS (Unified Reporting System) Generated Reports.**

Please be guided accordingly.


VIRGINIA C. ZAPANTA, Ed.D., CESO V
Schools Division Superintendent