



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



MEMORANDUM

TO: 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: January 3, 2020

1. In line with the upcoming Regional Year-End Seminar Workshop on the Preparation of CY 2019 Year-end Financial and Budgetary Reports, Tagbilaran City Schools Division will conduct its own Division Seminar Workshop on the Preparation of CY 2019 Year-End Financial Reports on January 6-10, 2020.
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 system generated hard copy of financial and budgetary reports on or before January 10, 2020. (Please see attachment for 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.

JOSEPH IRWIN A. LAGURA, Ph.D *lag*
Schools Division Superintendent



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Tagbilaran City Schools Division

SEMINAR/WORKSHOP ON THE PREPARATION OF CY 2019 YEAR-END REPORTS

LIST OF REPORTS TO BE SUBMITTED

- **Updates on AOM Compliance** – 2018 & Prior Years
- **Trial Balance**
- **Detailed Statement of Income**
- **Detailed Balance Sheet**
- **Statement of Accumulated Government Equity**
- **Statement of Cash Flows**
- **Report of Income**
- **Status of Cash Advances**
- **Cash advances with Aging**
- **Status of NCA Utilization/Received & SING**
- **Cash Balance**
- **Schedule of Accounts Payable with Aging**
- **Schedule of Accounts Receivable with Aging**
- **Financial Report of Operation**
- **Physical Report of Operation**
- **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**