

**Office  
of the  
Municipal  
Accountant**

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**Accomplishment  
Report  
CY 2023**

The Office of the Municipal Accountant maintains the book of accounts of the Municipal Government of Santa Fe for the three (3) funds namely, General, Special Education and Trust Fund. This office aims to provide a reliable and timely financial information using an effective accounting system. Its main task is to review the correctness and completeness of supporting documents of various claims, records receipt and disbursements and remittance of contributions and other monetary obligations.

For the year 2023, we have prepared and submitted a total of 43 sets of financial reports for the three (3) funds, summarized below:

| <b>Frequency of Report</b> | <b>No. of reports</b> | <b>Fund</b>            |
|----------------------------|-----------------------|------------------------|
| Monthly                    | 12                    | General Fund           |
| Monthly                    | 12                    | Special Education Fund |
| Monthly                    | 12                    | Trust Fund             |
| Quarterly                  | 4                     | Consolidated (3 funds) |
| Semi Annual                | 2                     | Consolidated (3 funds) |
| Annual                     | 1                     | Consolidated (3 funds) |
| <b>TOTAL</b>               | <b>43</b>             |                        |

Monthly reports include the following journals and reports for each fund:

- Trial Balance
- Cash receipts journal
- Check Disbursements journal
- Cash Disbursement Journal
- General Journal
- Procurement received Journals
- Statement of Bank Reconciliation for 5 bank accounts
- Schedule of Outstanding Checks
- Schedule of Accounts
- Journal entry vouchers
- LDRRMF Monthly Utilization

Each account is supported with general ledger per fund.

Quarterly Reports submitted are the following:

- Quarterly Statement of Cash Flow
- Statement of Unliquidated Cash advance

- Report of Special Education Fund Utilization
- Local Risk Reduction Management Fund Utilization
- Manpower Complement
- Trust Fund Utilization

Semi-annual reports prepared and submitted are the Annexes A to D, namely Status of Cash advance, Status of Fund Transfers to NGOs, Status of Fund Transfers to Other Government/Implementing Agencies, and Status of Other Receivables

Financial Statements for the year 2023 for the three funds were made. Year-end financial reports prepared includes the following:

- Consolidated Pre-Closing Trial Balance
- Closing entries
- Consolidated Post closing Trial Balance
- Detailed Statement of Financial Performance – Consolidated (By fund)
- Detailed Statement of Financial Performance -Consolidated
- Detailed Statement of Financial Position-Consolidated (by Fund)
- Detailed Statement of Financial Position-Consolidated
- Statement of Financial Position -Consolidated Comparative
- Statement of Changes of Net Assets/Equity by Fund
- Statement of Changes in Net Assets/ Equity Comparative
- Statement of Cash Flow By Fund
- Statement of Cash Flow
- Statement of Comparison of Budget and Actual Amounts

The Office of the Municipal Accountant reviewed, processed and recorded various accounting transactions pertaining to the three funds, viz:

| Document Reference               | Quantity     |            |            | TOTAL       |
|----------------------------------|--------------|------------|------------|-------------|
|                                  | Gen. Fund    | SEF        | Trust Fund |             |
| Report of Collection and deposit | 823          | 348        | 317        | 1,488       |
| Disbursement voucher             | 1146         | 8          | 55         | 1,209       |
| Journal entry voucher            | 1432         | 26         | 105        | 1563        |
| Payroll prepared                 | 35           | -          | -          | 35          |
| <b>TOTAL</b>                     | <b>3,435</b> | <b>382</b> | <b>477</b> | <b>4294</b> |

To summarized the financial performance and result of operation for the year 2023:

|                    |                |
|--------------------|----------------|
| Total Income       | 106,502,388.58 |
| Total Expenses     | 90,311,300.53  |
| Total Cash inflow  | 140,835,442.11 |
| Total cash outflow | 158,113,096.69 |

Total of 10 Fund Utilization Report prepared and submitted for the year 2023 for the funds received from the following Agencies:

- Department of Social Welfare and Development
- Department of Health
- Department of Agriculture
- Department of Labor and Employment
- DILG-GEF

This office also prepared the remittances from January to December 2023 for the premium contributions and loan amortization of its employees and officials for the following:

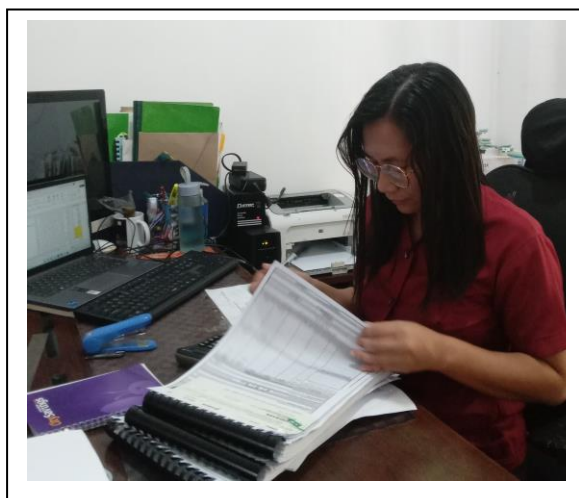
- Government Service Insurance System
- Home Development Mutual Fund
- Philippine Health Insurance Corporation
- 1 GOCC, and 2 private creditor

Also, monthly remittances and Annual filing to Bureau of Internal Revenue were made for the following:

- Tax Withheld on Compensation
- Tax withheld from Suppliers
- Documentary Stamp tax

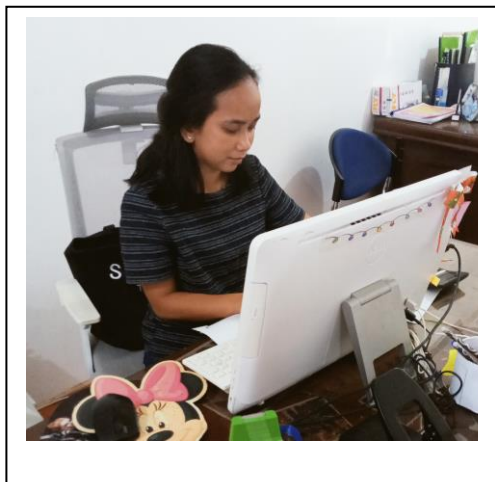
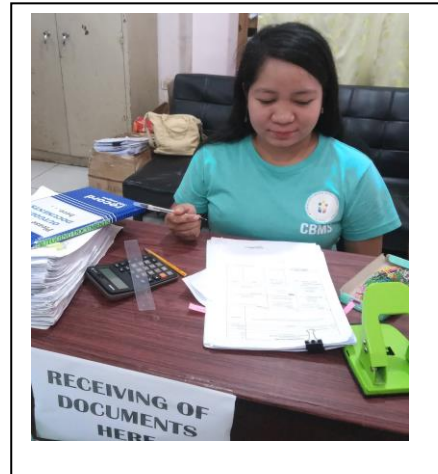
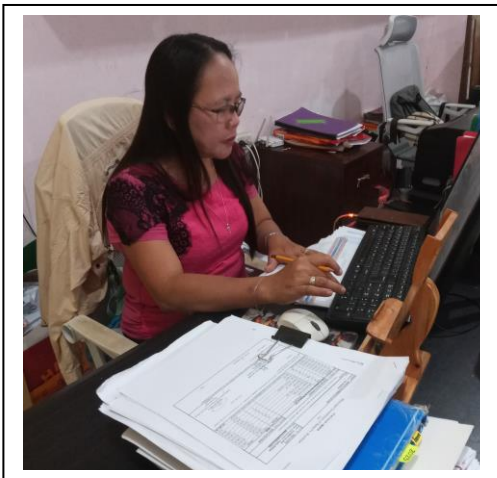
A total of 69 Certificate of Compensation/Tax Withheld were prepared for LGU Officials and employees.

Below are the pictures of the Accounting personnel working on the daily task at the Accounting Office, which is composed of 2 regular employees, The Municipal Accountant and 1 Administrative Assistant III, assisted by 3 job order employees.



**Municipal Accountant**

**Administrative Assistant III**



**Job Order Employees**

Prepared By:

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