

**Office
of the
Municipal
Accountant**

**Accomplishment
Report**

CY 2024

The Office of the Municipal Accountant aims to provide a reliable and timely financial information using an effective accounting system.

This office maintains the book of accounts of the Municipal Government of Santa Fe for the three (3) funds namely, General, Special Education and Trust Fund. Its main task is to review the correctness and completeness of supporting documents of various claims, records receipt of collections and disbursements and prepare remittance of contributions and other monetary obligations.

For the year 2024, we have prepared a total of 43 sets of financial reports for the three (3) funds, summarized below:

Frequency of Report	No. of reports	Fund
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)
TOTAL	43	

Monthly reports include the following journals and reports prepared per 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.

Registry of Appropriations, Allotments and Obligations for the three allotment class namely Personal Services, MOOE and Capital Outlay were also maintained.

Quarterly Reports submitted to DILG are the following:

- Quarterly Statement of Cash Flow
- Statement of Unliquidated Cash advance
- Local Risk Reduction Management Fund Utilization
- Manpower Complement
- Trust Fund Utilization

Semi-annual reports prepared and submitted to COA 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 2024 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	932	386	161	1479
Disbursement voucher	1275	24	62	1361
Journal entry voucher	626	55	76	757
Payroll prepared	39	0	10	49
TOTAL	2872	465	309	3646

To summarized the financial performance and result of operation for the year 2024 of the Municipality for the three funds:

Total Income	117,073,011.92
Total Expenses	85,008,224.55
Total Cash inflow	149,291,704.41
Total cash outflow	152,201,157.16

Total of 9 Fund Utilization Report (FUR) prepared and submitted for the year 2024 for the funds received from the following Agencies:

Source Agency	No. of FUR	Program/Project
Department of Social Welfare and Development MIMAROPA IV	3	<ul style="list-style-type: none"> • Social Pension for Indigent Senior Citizen • Supplementary Feeding Program
Department of Health -CHD MIMAROPA	6	<ul style="list-style-type: none"> • Health Emergency Allowance for Health care workers • Equipping projects in Brgy Health Stations and RHU • Repair/upgrading of Guinbirayan BHS

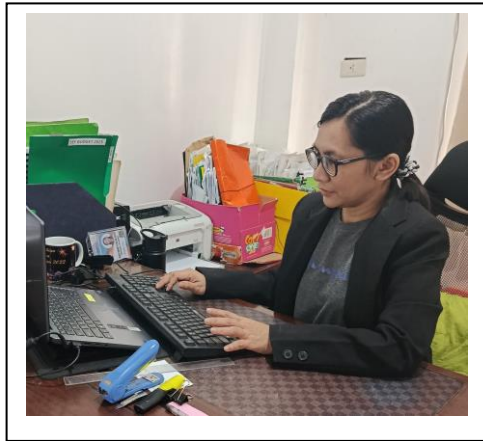
This office also prepared the remittance list from January to December 2024 for the premium contributions and loan amortization of its employees and officials for the following:

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

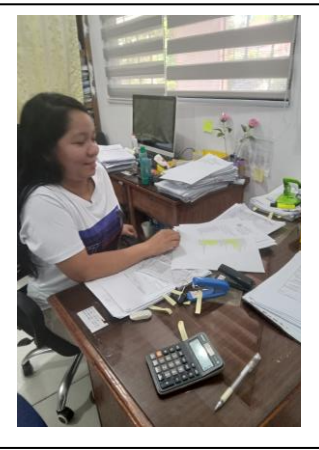
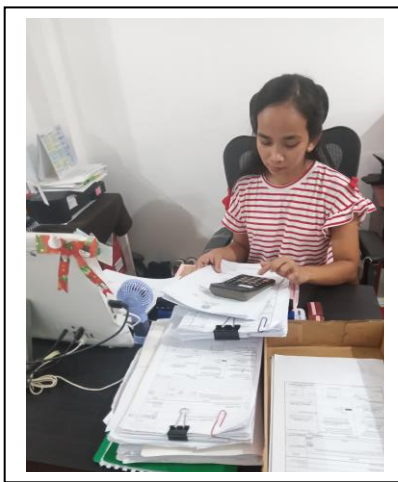
Also, monthly remittances and Annual filing to Bureau of Internal Revenue were made for the following:

Type	No. of BIR forms	Amount
Tax Withheld on Compensation	70	2,860,732.48
Tax withheld from Suppliers	241	2,267,955.66
Documentary Stamp tax	2773	83,190.00

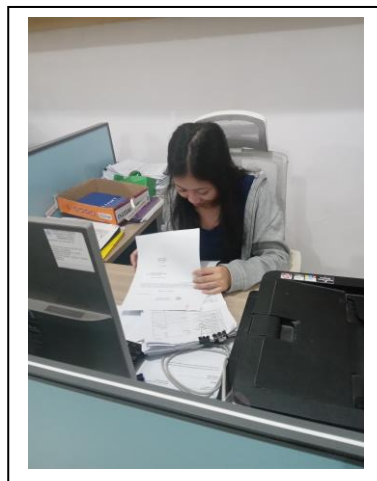
The workforce at the Accounting Office who performs the daily task of processing, review, recording and reporting, is composed of 1 regular employee, which is The Municipal Accountant, assisted by four (4) job order employees.



Municipal Accountant



Job Order Employees



Prepared By:

MARY GRACE D. DELOS REYES
Municipal Accountant