



## PROCEDURES MANUAL

Document No. : **PM-FIN-01** Eff. Date : **08-20-16**

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## DISBURSEMENTS

### I. OBJECTIVE

This procedure defines the system of disbursement of Carcar Water District funds to ensure fiscal administration and compliance with applicable government rules and regulation.

### II. SCOPE

This procedure covers the entire disbursement transactions of Carcar Water District.

### III. RESPONSIBILITY AND RESOURCES

Staff of the Requesting Division

Accounting Processor

Head of the Finance Division

General Manager

Cashier

Check Signatories

### IV. DEFINITION OF TERMS

Supporting Documents (SDs) - valid claim documents like payrolls, purchase orders, itinerary of travel, etc.

Disbursement Voucher (DV) – a form used for payment of payables which can not be paid using the petty cash fund

Withholding Tax – a government requirement for the payer of an item of income to withhold or deduct tax from the payment, and pay that tax to the government.

### V. REFERENCE DOCUMENTS

New Government Accounting System Manual (NGAS) Volume 1

### VI. RECORDS GENERATED

Disbursement Voucher (DV)

Check Disbursement Register

Issued Check

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Prepared by: JOSEPH B. NACUA  
Process Owner

Approved by: EDWARD L. REMO  
General Manager



## PROCEDURES MANUAL

### DISBURSEMENTS

#### VII. PROCEDURE DETAILS AND FLOW

No.	Process Flow	Description of Activity	Guidelines/Criteria/Policy	Responsible Person	Retained Information
1		1.1 Receive SDs for payables	Complete supporting documents	1.1 Head/Staff of requesting Division/Budget Officer 1.2 Accounting Processor	Disbursement Voucher
2		2.1 Encode WTax to the BIR Alpha List System 2.2 Print and attach BIR WTax Forms (2306 & 2307) to the SDs	National Internal Revenue Code of 1997	Accounting Processor	
3		3.1 Encode payee details and transaction journal entries to the DV Register 3.2 Print DVs and journal entries		Accounting Processor	Transaction Journal Entries
4		Check and certify the DV	4.1 Accuracy of the journal entries 4.2 Sufficiency of funds	Head of the Finance Division	
5		Approve the DV		General Manager	UNCONTROLLED COPY



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**DISBURSEMENTS**

6		Issue check based on the approved DV	Checks shall be drawn only on duly approved Disbursement Voucher	Cashier	
7		Verify entries on check		Accounting Processor/Head of the Finance Division	
8		8.1 Approve and sign check for payment 8.2 Return the signed check to the cashier for disbursement		Check signatories	
9		9.1 Receive check disbursement summary from the cashier 9.2 Check if all DVs prepared were issued a check	Check Disbursement Summary are prepared daily and submitted to the accounting processor on the next working day	Cashier Accounting Processor	Check Disbursement Summary

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## PROCEDURES MANUAL

Document No. : **PM-FIN-02** Eff. Date : **08-20-16**

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## BUDGET PREPARATION

### I. OBJECTIVE

To provide a financial road map which will serve as a guide in the disbursements that the water district will incur in the ensuing year within the parameters of the forecasted revenues, investments, and expenses.

### II. SCOPE

This procedure covers the entire budget preparation of Carcar Water District.

### III. RESPONSIBILITY AND RESOURCES

Staff and Head of the Requesting Divisions  
Administrative and Finance Department Manager  
General Manager  
Board of Directors

### IV. DEFINITION OF TERMS

Budget Appropriation Request (BAR) – a form that provides justification for proposed Maintenance and Other Operating Expense Budget

Project Procurement Management Plan (PPMP) – a plan which includes the different programs, activities, and projects of each division, its procurement method, time schedule and estimated budget.

### V. REFERENCE DOCUMENTS

New Government Accounting System Manual (NGAS) Volume 1  
Implementing Rules and Regulations of R.A. 9184

### VI. RECORDS GENERATED

Budget Appropriations Request (BAR)  
Project Procurement and Management Plan (PPMP)  
Projected Financial Statements  
Filled Up DBM Forms  
Approved Annual Budget

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Approved by: EDWARD L. REMO  
General Manager

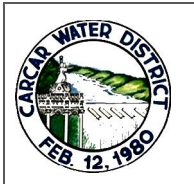


## PROCEDURES MANUAL

### BUDGET PREPARATION

#### VII. PROCEDURE DETAILS AND FLOW

No.	Process Flow	Description of Activity	Guidelines/Criteria/Policy	Responsible Person	Retained Information
1		1.1 Set a schedule for Budget Workshop 1.2 Informs head of all divisions the schedule for budget workshop 1.3 Provides necessary data for budget preparation		Finance Division	
2		2.1 Prepare and present proposed budget per division subject to the approval of the General Manager	On or before the last working day of August	Head/Staff of the requesting division	
3		3.1 Prepare BARs and PPMPs	Submitted to the Finance Division on or before the last working day of September	Head/Staff of the requesting division	BARs and PPMPs
4		4.1 Consolidate budget proposals 4.2 Prepare projected Financial Statements (FS)	4.1 Projected FS prepared on or before the last working day of October 4.2 Projected operating ratio must not exceed 75%	Admin/Finance Department Manager	Projected Financial Statements and filled up DBM Forms
5		5.1 Present consolidated budget proposal and projected FS to the CWD Board of Directors (BOD) for approval	Presented to the BOD during their first BOD meeting for the month of November	Admin/Finance Department Manager	Approved Annual Budget
6		6.1 Submit approved budget to the Department of Budget and Management 6.2 Post approved budget in the CWD Website		Staff of the Finance Division and website administrator	UNCONTROLLED COPY



## PROCEDURES MANUAL

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## BUDGET IMPLEMENTATION

### I. OBJECTIVE

To provide process/document flow in the execution of the Approved Annual Budget.

### II. SCOPE

This procedure prescribes the guidelines in the implementation of the Approved Annual Budget of the Carcar Water District.

### III. RESPONSIBILITY AND RESOURCES

Staff and Head of the Requesting Division  
Budget Officer  
Board of Directors

### IV. DEFINITION OF TERMS

Supporting Documents (SDs) - valid claim documents like payrolls, purchase orders, itinerary of travel, etc.

Budget Utilization Slip (BUS) – form used when there is an incurrence of expense

### V. REFERENCE DOCUMENTS

New Government Accounting System Manual (NGAS) Volume 1  
Approved Annual Budget

### VI. RECORDS GENERATED

Registry of Budget Utilization  
Budget Utilization Slip

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**PROCEDURES MANUAL**  
**BUDGET IMPLEMENTATION**

**VII. PROCEDURE DETAILS AND FLOW**

No.	Process Flow	Description of Activity	Guidelines/Criteria/Policy	Responsible Person	Retained Information
1		Record the Approved Annual Budget for expenses in the budget registry		Budget Officer	Budget Registry
2		2.1 Prepare BUS supported by complete SDs 2.2 Certify in Section A of the BUS as to the necessity and legality of charges to the budget under his/her supervision. 2.3 Submit BUS to the Budget Officer	NGAS Manual Volume 1	Head/Staff of the requesting division	
3			3.1 Availability of Funds 3.2 Approved Annual Budget	Budget Officer	
4		Provide justification for budget adjustment and prepare request.		Head/Staff of the requesting division	Request for Supplemental Budget/Budget Realignment
5		Present budget adjustment to the Board of Directors (BOD) for approval	UNCONTROLLED COPY	Head/Staff of the requesting division Board of Directors	
5		6.1 Review BUS and SDS 6.2 Assign BUS number 6.3 Record BUS in the Budget Registry 6.4 Certify to the availability of funds 6.5 Forward the certified BUS and SDS to the accounting processor for the processing of the claim	NGAS Manual Volume 1	Budget Officer	BUS