



**PROCEDURES MANUAL**

Document No. : **PM-FIN-01** Eff. Date : **11-25-20**

Revision No. : **03** Pages : **1 of 4**

**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	Prepares the complete supporting documents for disbursement
Accounting Processor	Receive and check the supporting documents; Encode WTax to the BIR Alpha List System; Print and attach BIR WTax Forms (2306 & 2307); Encode payee details and transaction journal entries; Print DVs and journal entries; Receive check disbursement summary and check if all DVs prepared were issued a check
Head of the Finance Division	Check accuracy of the journal entries and certify the DV for sufficiency of funds; Verify entries on check
General Manager	Approves the Disbursement Voucher
Cashier	Issue check based on the approved Disbursement Voucher Release approved checks to suppliers/payees
Check Signatories	Approve and sign check for payment

**IV. DEFINITION OF TERMS**

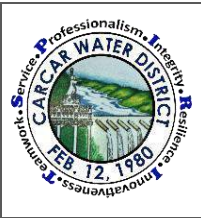
Supporting Documents (SDs) - valid claim documents like payrolls, purchase orders, itinerary of travel, etc.

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.

CAS – Carcar Water District Accounting System

Prepared by: <u>ACCOUNTING PROCESSOR</u> Process Owner	Approved by: <u>JOSEFA S N. MANUGAS, CPA, MPA</u> Quality Management Representative
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**DISBURSEMENTS**

**V. REFERENCE DOCUMENTS**

- New Government Accounting System Manual (NGAS) Volume 1
- General Provision (GAA)
- COA Circular No. 2009-006- Rules and Regulations on Settlement of Accounts

**VI. RECORDS GENERATED**

- Disbursement Voucher (DV)
- Check Disbursement Register
- Summary of Checks Issued

REFERENCE ONLY

Prepared by: <u>ACCOUNTING PROCESSOR</u> Process Owner	Approved by: <u>JOSEFA S N. MANUGAS, CPA, MPA</u> Quality Management Representative
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## 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	1.1 Complete supporting documents 1.2 General provision (GAA)	1.3 Head/Staff of requesting Division/Budget Officer 1.4 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 to CAS 3.2 Print DVs and journal entries	<i>New Government Accounting System Manual (NGAS) Volume 1</i>	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	

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### DISBURSEMENTS

6			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 Log check details in Registry of Checks Issued (RCI) 9.2 Release checks directly or through courier or bank deposit 9.3 Prepare Check Disbursement Summary Daily 9.4 Submit Summary to the Accounting Processor		Cashier	
10		9.1 Receive check disbursement summary from the cashier 9.2 Check if all DVs prepared were issued a check		Cashier Accounting Processor	Check Disbursement Summary



## PROCEDURES MANUAL

Document No. : **PM-FIN-02** Eff. Date : **10-10-19**

Revision No. : **02** Pages : **1 of 5**

## BUDGET PREPARATION & IMPLEMENTATION

### 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, expenses and in the execution of the Approved Annual Budget.

### II. SCOPE

This procedure covers the entire budget process flow of Carcar Water District.

### III. RESPONSIBILITY AND RESOURCES

Staff of the Requesting Divisions	Prepares BAR to present in Budget Workshop, Prepare BUS
Head of the Requesting Divisions	Check and Approves BAR to present in Budget Workshop, Prepare BUS
Budget Officer	Send semi filled up BARS, Consolidate Budget Proposals, Prepare Projected Financial Statement, Record the Approved Annual Budget to the Budget Registry and submit to DBM, Review and Check availability of funds of BUS
Finance Division Manager	Set schedule for Budget Workshop and present budget proposal. Certify BUS
Administrative/Finance Department Manager	Check, Review and Approve Annual Budget Proposal
General Manager	Review and Approve Annual Budget Proposal
Board of Directors	Approve Annual Budget Proposal
Website Administrator	Post Approved Budget in the CWD Website

### 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.

Statement of Budget Utilization (SBU) – a form/sheet that serves as a monitoring tool on the actual expenses utilize.

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

Prepared by: _____ BUDGET OFFICER Process Owner	Approved by: _____ JOSEFA SN. MANUGAS, CPA, MPA QUALITY MANAGEMENT REPRESENTATIVE
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**BUDGET PREPARATION & IMPLEMENTATION**

**V. REFERENCE DOCUMENTS**

- New Government Accounting System Manual (NGAS) Volume 1
- Implementing Rules and Regulations of R.A. 9184
- Philippine Financial Reporting Standard (PFRS)
- Approved Annual Budget

**VI. RECORDS GENERATED**

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

REFERENCE ONLY

Prepared by: \_\_\_\_\_  
BUDGET OFFICER  
Process Owner

Approved by: \_\_\_\_\_  
**JOSEFA SN. MANUGAS, CPA, MPA**  
QUALITY MANAGEMENT REPRESENTATIVE



## PROCEDURES MANUAL

### BUDGET PREPARATION & IMPLEMENTATION

No.	Process Flow	Description of Activity	Guidelines/Criteria/Policy	Responsible Person	Retained Information
1		1.1 Send semi filled up BARs to each division. 1.2 Each division will prepare the BARs and PPMPs	Submitted to the Finance division on the scheduled date	Finance division and Head and staff of the requesting division	BARs and PPMPs
2		2.1 Consolidate budget proposals 2.2 Prepare projected Financial Statements (FS)		Finance Division/Budget Officer	Projected Financial Statements and filled up DBM forms
3		3.1 Inform head of all division the schedule for budget workshop 3.2 Provides necessary data for budget preparation		Finance Division	
4		4.1 Prepare and present proposed budget per division subject to the approval of the general manager	Third quarter of the year	Head and Staff of the requesting division General Manager	
5		5.1 Present consolidated budget proposal and projected FS to the CWD Board of Directors (BOD) for approval 5.2 If NO, review and adjust proposed financial statement and affected accounts		BOD Admin/Finance Department Manager General Manager	Approved Annual Budget



**PROCEDURES MANUAL**

**BUDGET PREPARATION & IMPLEMENTATION**

6		<p>6.1 Submit approved budget to the Department of Budget and Management (DBM) 6.2 Post approved budget in the CWD Website</p>	<p>To be submitted to the DBM every December of each year</p>	<p>Finance Division personnel and website administrator</p>	
7		<p>7.1 Record the Approved Annual Budget for expenses in the budget registry</p>		<p>Finance personnel/Budget Officer</p>	<p>Budget Registry</p>
8		<p>8.1 Prepare BUS supported by complete SDs 8.2 Certify in Section A of the BUS as to the necessity and legality of charges to the budget under his/her supervision. 8.3 Submit BUS to the Budget Officer</p>	<p>NGAS Volume 1 PFRS</p>	<p>Head/Staff of the requesting Division</p>	
9		<p>9.1 Review BUS and SDs 9.2 Check for availability of funds and if request was included in the budget</p>	<p>9.1 Availability of Funds 9.2 Approved Annual Budget</p>	<p>Finance personnel/Budget Officer</p>	
10		<p>Provide justification for budget adjustment and prepare request</p>		<p>Head/Staff of the requesting Division</p>	<p>Request for Supplemental Budget/ Budget Realignment</p>
11		<p>Present Budget adjustment to the Board of Directors (BOD) for approval</p>		<p>Head/Staff of the requesting Division</p>	





**PROCEDURES MANUAL**

**BUDGET PREPARATION & IMPLEMENTATION**

12	<pre> graph TD     B((B)) --&gt; Certify[Certify BUS]     C((C)) --&gt; Certify     Certify --&gt; END([END])         </pre>	<p>12.1 Assign BUS number          12.2 Record BUS to the Budget Registry          12.3 Update SBU Monitoring          12.4 Forward the certified BUS and SDs to the accounting processor for the processing of the claim</p>	<p>NGAS Manual Volume 1          PFRS</p>	<p>Finance personnel/Budget Officer</p>	<p>BUS/SBU</p>
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REFERENCE ONLY



## PROCEDURES MANUAL

Document No. : **PM-FIN-03** Eff. Date : **11-25-20**

Revision No. : **00** Pages : **1 of 2**

## COLLECTION

### I. OBJECTIVE

This procedure defines the system of Carcar Water District's collection of payments

### II. SCOPE

This covers the entire CWD Collection process

### III. RESPONSIBILITY AND RESOURCES

Tellers  
Cashiers

### IV. DEFINITION OF TERMS

DCR – Daily Collection Report  
OR- Official Receipt

### V. REFERENCE DOCUMENTS

Statement of Account  
FM-COL-02 Promissory Note  
FM-ITL-01 Application Form

### VI. RECORDS GENERATED

FM-COL-01 Cash Transfer Slip  
Official Receipts

Prepared by: UTILITIES / CUSTOMER SERVICE ASSISTANT  
Process Owner

Approved by: JOSEFA SN. MANUGAS, CPA,MPA  
QMR / Department Manager



# PROCEDURES MANUAL

## COLLECTION

### VII. PROCEDURE DETAILS AND FLOW

No.	Process Flow	Description of Activity	Guidelines/Criteria/Policy	Responsible Person	Retained Information
01	<pre> graph TD     Start([Start]) --&gt; Receive[Receive Payments]           </pre>	1.1 Teller receives payments of the following: 1.1.1 Water Bill 1.1.2 Reconnection fee 1.1.3 Application fee	<i>For:</i> <b>Water bill</b> - Concessionaire may pay 1 or more water bills within a single transaction. <b>Reconnection fee</b> - Concessionaire pay the corresponding reconnection fee of disconnected account <b>Application fee</b> - Concessionaire pays the remaining balance of application fee or scheduled staggered payment of application fee.	Teller	For application fee payment: Application Form ( <b>FM-ITL-01</b> )
02	<pre> graph TD     Issue[Issue Official Receipt]           </pre>	2.1 Teller issues Official Receipt 2.1.1 Teller records payment details of the application fee to the application form and forwarded it to the customer service. 2.1.2 Inform the customer to proceed to Public Assistance Desk for reconnection.	<i>Teller must issue Official Receipt</i>	Teller	Official Receipt – Stub copy 2307 Form (If applicable)
03	<pre> graph TD     Report[Prepare Collection Report]           </pre>	3.1 Teller prints Daily Collection Report	<i>3.1.Copies of Collection Report</i>	Teller	Daily Collection Report
04	<pre> graph TD     Remittance[Remittance of Collection] --&gt; End([End])           </pre>	4.1 Teller remits collection to Cashier with the attached Collection Report , Cash Transfer Slip and 2307 form ( if applicable)	<i>Cash is intact during remittance – Cash as remitted = Cash as reported on the Cash Transfer Slip and Daily Collection Report</i>	Teller	Copy of Cash Transfer Slip

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Document No. : **PM-FIN-04** Eff. Date : **11-25-20**  
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### HANDLING OF PETTY CASH

#### I. OBJECTIVE

This procedure identifies the internal controls in the handling of Petty Cash.

#### II. SCOPE

This procedure covers all employees of the Carcar Water District.

#### III. RESPONSIBILITY AND RESOURCES

Cashier  
Accountable employee

#### IV. DEFINITION OF TERMS

Petty Cash – is a small fund of cash kept on hand maintained by a custodian for purchases or reimbursements.

Petty Cash Voucher – form used to document a disbursement (payment) from a petty cash fund

Petty Cash Custodian - person involved in the handling and recording of all disbursements and advances out of the petty cash fund.

#### V. REFERENCE DOCUMENTS

New Government Accounting System Manual (NGAS) Volume 1

#### VI. RECORDS GENERATED

Official Receipts, Petty Cash Vouchers, Reimbursement Receipt, Inspection and Acceptance Report, Certificate of Expenses Not Requiring Receipts, Petty Cash Replenishment Summary

Prepared by: <u>CASHIER</u> Process Owner	Approved by: <u>JOSEFA SN. MANUGAS, CPA, MPA</u> DEPARTMENT MANAGER/QMR
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PROCEDURES MANUAL

HANDLING OF PETTY CASH

VII. PROCEDURE DETAILS AND FLOW

No.	Process Flow	Description of Activity	Guidelines/Criteria/Policy	Responsible Person	Retained Information
01	<pre> graph TD     START([START]) --&gt; R1[Receive Petty Cash Voucher]           </pre>	1.1. Receive Petty Cash Voucher from requester.	1.1. With complete signatures of the requester, Division Manager, Petty Cash Custodian and the Payee. 1.2. With filled up Responsibility Center (Account Number) 1.3 .Petty Cash requests more than P 1,000.00 are not allowed.	Petty Cash Custodian Requester	Petty Cash Voucher
02	<pre> graph TD     R2[Release requested amount]           </pre>	2.1. Release amount requested	Amount released must be exact.	Petty Cash Custodian	Petty Cash Voucher
03	<pre> graph TD     R3[Receive Liquidated Petty Cash Voucher] --&gt; A((A))           </pre>	3.1. Receive Liquidated Petty Cash. 3.2. Check all attachments to the liquidation (OR, IAR, CENRR)	Liquidations must be returned within the day with complete attachments. No petty cash requests shall be released after 3 pm prior to a non-working day	Petty Cash Custodian	Petty Cash Voucher

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HANDLING OF PETTY CASH

No.	Process Flow	Description of Activity	Guidelines/Criteria/Policy	Responsible Person	Retained Information
04		<p>4.1. Encode PCV details to Petty Cash Replenishment Summary</p> <p>4.2. Determine if cash released reached the 70% ceiling or the remaining petty cash is between 3,000 to 3,500</p> <p>4.3. If total cash released is less than the 70% ceiling or the remaining cash is more than 3,500.00, end of transaction</p>	<p><i>Regular monitoring of cash releases on a daily basis.</i></p> <p><i>70% of P10,000.00 as ceiling for Petty Cash Replenishment or the remaining Petty Cash is within 3,000 to 3,500.</i></p>	Petty Cash Custodian	Petty Cash Voucher
05		<p>5.1. Prepare Petty Cash Replenishment Summary</p> <p>5.2 Submit to Accounting Personnel for checking of entries and preparation of DV for petty cash replenishment.</p>	<p><i>Compulsory replenishment upon reaching the 70% ceiling or the remaining Petty Cash is within 3,000 to 3,500.</i></p> <p><i>100% completion of signatures and attachments</i></p>	Petty Cash Custodian	<p>Petty Cash Voucher</p> <p>Petty Cash Replenishment Summary</p>

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