

Note: This Form is to be filled-up or prepared by Office or by Department separately. Thus, the Annual Budget shall be composed of separate sheets of this Form per Office or Department

**PROGRAMMED APPROPRIATION AND OBLIGATION
 BY OBJECT OF EXPENDITURE**

CY _____

Province, City or Municipality: _____

OFFICE/SPECIAL PURPOSE APPROPRIATIONS: _____

Object of Expenditure (1)	Account Code (2)	Past Year (Actual) (3)	Current Year (Estimate) (4)	Budget Year (Proposed) (5)
1.0 Current Operating Expenditures 1.1 Personal Services Salaries and Wages - Regular Salaries and Wages - Others _____ _____ 1.2 Maintenance and Other Operating Expenses Travel Expenses Training and Scholarship Expenses _____ _____ 2.0 Capital Outlay Buildings and Other Structures Office Equipment Land Transport Equipment _____ _____ 3.0 Financial Expenses				
Total Appropriations				

We hereby certify that we have reviewed the contents and hereby attest to the veracity and correctness of the data or information contained in this document.

 Department Head

 Local Budget Officer

 Local Chief Executive

STATEMENT OF DEBT SERVICE

CY _____

Province, City or Municipality: _____

FUND/SPECIAL ACCOUNT

Creditor (1)	Date Contracted (2)	Term (3)	Principal Amount (4)	Previous Payments Made (5)			Amount Due (Budget Year) (6)			Balance of the Principal (7)
				Principal	Interest	Total	Principal	Interest	Total	
TOTAL										

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Local Accountant

Local Chief Executive

Statement of Receipts and Expenditures

1 Province, City or Municipality:						
2 Period Covered				Population		
3	Particulars	Income Target or Budget Appropriation	General Fund	SEF	Total (C + D + E)	% of General + SEF to Total Income(GF+SEF)
4	A	B	C	D	E	F
5	LOCAL SOURCES (6+10)					
6	TAX REVENUE (7+8+9)					
7	Real Property Tax					
8	Tax on Business					
9	Other Taxes					
10	NON-TAX REVENUE (11+12+13+14)					
11	Regulatory Fees (Permit and Licenses)					
12	Service or User Charges (Service Income)					
13	Income from Economic Enterprise (Business Income)					
14	Other Receipts (Other General Income)					
15	EXTERNAL SOURCES (16+17+18+19)					
16	Internal Revenue Allotment					
17	Other Shares from National Tax Collections					
18	Inter-Local Transfer					
19	Extraordinary Receipts, Grants, Donations or Aid					
20	TOTAL CURRENT OPERATING INCOME (5+15)					
21	LESS: CURRENT OPERATING EXPENDITURES (PS + MOOE + FE)					
22	General Public Services					
23	Department of Education					
24	Health, Nutrition & Population Control					
25	Labor & Employment					
26	Housing & Community Development					
27	Social Services & Social Welfare					
28	Economic Services					
29	Debt Service (Interest Expenses & Other Charges)					
30	Other Purposes					
31	TOTAL CURRENT OPERATING EXPENDITURES (22 TO 30)					
32	NET OPERATING INCOME (LOSS) FROM CURRENT OPERATIONS (20-31)					
33	ADD: NON INCOME RECEIPTS					
34	CAPITAL/INVESTMENT RECEIPTS (35+36+37)					
35	Proceeds from Sale of Assets					
36	Proceeds from Sale of Debt Securities of Other Entities					
37	Collection of Loans Receivables					
38	RECEIPTS FROM LOANS AND BORROWINGS (39+40)					
39	Acquisition of Loans					
40	Issuance of Bonds					
41	TOTAL NON-INCOME RECEIPTS (34+38)					
42	LESS: NON OPERATING EXPENDITURES					

43	CAPITAL or INVESTMENT EXPENDITURES (44+45+46)					
44	Purchase or Construct of Property Plant & Equip't (Capital Outlay)					
45	Purchase of Debt Securities of Other Entities (Investment Outlay)					
46	Grant or Make Loan to Other Entities (Investment Outlay)					
47	DEBT SERVICE (48+49) (Principal Cost)					
48	Payment of Loan Amortization					
49	Retirement, Redemption of Bonds or Debt Securities					
50	TOTAL NON-OPERATING EXPENDITURES (43+47)					
51	NET INCREASE or DECREASE IN FUNDS (32+41-50)					
52	ADD: CASH BALANCE, BEGINNING					
53	FUNDS AVAILABLE (51+52)					
54	Less: Payment of Prior Year Accounts Payable					
55	FUND BALANCE, END (53-54)					
✦	Total Assets					

Fund Balance Composition:

	GF	SEF	Total
Amount set aside to finance projects with appropriations provided in the previous years (Continuing appropriations)			
Amount set aside for payment of Prior Year Accounts Payable			
Amount set aside for Obligation not yet Due and Demandable			
Amount Available for appropriations/operations			
Fund Balance, End (should be reconciled w/ cash flow statement)			

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Treasurer

ANNUAL GENDER AND DEVELOPMENT (GAD) ACCOMPLISHMENT REPORT

FY _____

Province, City or Municipality: _____

GAD Mandate Gender Issue (1)	Cause of the Gender Issue (2)	GAD Result Statement/ GAD Objective (3)	Relevant Agency MFO/ PAP (4)	GAD Activity (5)	Performance Indicators and Target (6)	Actual Results (Outputs/Outcomes) (7)	Total Agency Approved Budget (8)	Actual Cost/Expenditure (9)	Variance/Remarks (10)
Client Focused									
Organization Focused									
TOTAL							XXXX	XXXXX	

Date:

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Chairperson, GAD Focal Point System

Head of Agency

Day/Mo./Year

**CONSOLIDATED QUARTERLY REPORT ON GOVERNMENT PROJECTS, PROGRAMS or ACTIVITIES
FOR THE _____ QUARTER, CY _____**

Province, City or Municipality: _____

Program or Project	Location	Total Cost	Date Started	Target Completion Date	Project Status		No. of Extensions, if any	Remarks
					% of Completion	Total Cost Incurred to Date		

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LCE

**20% COMPONENT OF THE IRA UTILIZATION
FOR THE _____ QUARTER, CY _____**

Province, City or Municipality: _____

Program or Project	Location	Total Cost	Date Started	Target Completion Date	Project Status		No. of Extensions, if any	Remarks
					% of Completion	Total Cost Incurred to Date		
Social Development (pls list down specific projects)								
Economic Development (pls list down specific projects)								
Environmental Management (pls list down specific projects)								

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Budget Officer

LCE

FDP Form 8 - Local Disaster Risk Reduction and Management Fund Utilization
(COA Form)

LOCAL DISASTER RISK REDUCTION AND MANAGEMENT FUND UTILIZATION

For the Quarter _____, CY _____

Province, City or Municipality _____

Particulars	LRRRMF		NDRRMF	From Other LGUs	From Other Sources	Total
	Quick Response Fund (QRF) 30%	Mitigation Fund 70%				
A. Sources of Funds						
Current Appropriations						
Continuing Appropriations						
Previous Year's Appropriations transferred to the Special Trust Fund						
Transfers/Grants						
Total Funds Available						
B. Utilization						
Medicines						
Food Supplies						
Repair of Evacuation Center						
Trainings						
Construction of Evacuation Center						
Equipment						
Transfers to other LGUs						
Total Utilization						
Unutilized Balance						

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Accountant

FDP Form 9 - Statement of Cash Flow
(COA Form)

STATEMENT OF CASH FLOWS

For the period _____ 20 ____

Province, City or Municipality: _____

Cash Flows from Operating Activities:

Cash Inflows:

Collection from taxpayers	XX
Share from Internal Revenue Collections	XX
Receipts from sale of goods or services	XX
Interest Income	XX
Dividend Income	XX
Other Receipts	XX
Total Cash Inflow	<u>XX</u>

Cash Outflows:

Payments -	
To suppliers/creditors	XX
To employees	XX
Interest Expense	XX
Other Expenses	XX
Total Cash Outflow	<u>XX</u>

Net Cash from Operating Activities

Cash Flows from Investing Activities:

Cash Inflows:

From Sale of Property, Plant and Equipment	XX
From Sale of Debt Securities of Other Entities	XX
From Collection of Principal on Loans to Other Entities	XX
Total Cash Inflow	<u>XX</u>

Cash Outflows:

To Purchase Property, Plant and Equipment	XX
To Purchase Debt Securities of Other Entities	XX
To Grant/Make Loans to Other Entities	XX
Total Cash Outflow	<u>XX</u>

Net Cash from Investing Activities		XX
Cash Flows from Financing Activities		
Cash Inflows:		
From Issuance of Debt Securities	XX	
From Acquisition of Loan	XX	
Total Cash Inflow	<u>XX</u>	
Cash Outflows:		
Retirement/Redemption of Debt Securities	XX	
Payment of Loan Amortization	XX	
Total Cash Outflow	<u>XX</u>	
Net Cash from Financing Activities		<u>XX</u>
Net Increase in Cash		XX
Cash at Beginning of the Period		<u>XX</u>
Cash at the End of the Period		<u><u>XX</u></u>

SEF UTILIZATION
____ Quarter, CY ____

Province, City or Municipality - _____

Receipt from SEF

Less : DISBURSEMENTS (broken down by expense class and by object of expenditure)

Personal Services	_____	_____
	_____	_____
	_____	_____
Maintenance and Other Operating Expenses	_____	_____
	_____	_____
	_____	_____
Capital Outlay	_____	_____
	_____	_____
	_____	_____
Financial Expenses	_____	_____
	_____	_____
	_____	_____

Sub-total
Balance

_____ P

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Local Accountant

LCE, Chairman, LSB

MANPOWER COMPLEMENT

Republic of the Philippines

Budget Year _____

_____ Quarter

Province, City or Municipality: _____

Nature of Appointment or Employment	Number	Compensation and Other Benefits		Total
		Salaries and Wages	Other Monetary Benefits	
I. Permanent				
II. Contractual				
IV. Job Order/ Contract of Service				
<i>Grand Total</i>				

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Human Resource Management Officer

Accountant

LCE

Notes:

- Contractual personnel are those whose employment in the government is in accordance with a special contract to undertake a specific work or job, requiring special or technical skills not available in the employing agency, to be accomplished within a specific period, which in no case shall exceed one year, and performs or accomplishes the specific work or job, under his own responsibility with a minimum of direction and supervision from the hiring agency. (Source: *PRESIDENTIAL DECREE No. 807 October 6, 1975*)
- Contract of Services/Job Orders are employees whose services rendered are not considered governments services and do not enjoy the benefits enjoyed by government employees. The job order covers piece work or intermittent job of short duration not exceeding six months on a daily basis. (Source: *Omnibus Rules Implementing Book V of E.O. No. 292 and Other Pertinent Civil Service Laws*)

