

Functional Statement, Objectives and Expected Results`

Office/Department > OFFICE OF THE CITY ACCOUNTANT

Budget Year > 2012P 7,148,527.00

I. FUNCTIONAL STATEMENT

1. Take charge of the accounting and internal audit services of the City

II. OBJECTIVES

1. Provide timely and reliable financial information to the City officials and apprise them on the financial condition and operations of the City.
2. Ensure adequate fiscal control over the City's funds.

III. PROGRAMS/PROJECTS/ACTIVITIES

Code Refer ence	Program/Activity/Project Description	Cost	Output Indicator	Target	Implemen tation Schedule	
					From	To
1	2	3	4	5	6	
1	1. Accounting Services					
	a. Review claims for payment as to completeness of supporting documents	P 2,892,624.00	No. of vouchers/payroll s reviewed (3) funds & 24 brgys.	17,060 vouchers & payrolls	1/1/2012	12/31/2012
	b. Prepare journal entry vouchers (JEVs) and post to subsidiary ledgers for three (3) funds & 24 brgys.		No. of JEVs/approved & posted 3 funds & 24 brgys.	28,165 JEVs	1/1/2012	12/31/2012
	c. Prepare general journals for 3 funds & 24 brgys		No. of journals prepared 3 funds & 24 brgys,	3,578 journals	1/1/2012	12/31/2012
	d. Prepare & submit Trial Balances (TB's) for three (3) funds & 24 Barangays	P 674,256.00	No. of TB's prepared & submitted 3 funds & 24 brgys.	312 trial Balances	1/1/2012	12/31/2012
	e. Prepare schedules of subsidiary accounts as attachment to financial statements submitted.		No. of schedules prepared and submitted (3) fund	122 Schedules	1/1/2012	12/31/2012
	f. Prepare and submit financial statements to the City Mayor and to the Sangguniang Panglunsod and National Offices		No. of financial statements prepared & submitted (3) funds & 24 brgys.	310 Financial Statements	1/1/2012	12/31/2012

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Approved by:

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