

Functional Statement, Objectives and Expected Results

Office/Department > OFFICE OF THE CITY TREASURER
Budget Year > 2012 P 15,187,428.00

I. FUNCTIONAL STATEMENT

- 1. Certify as to availability of funds.
- 2. Implement tax collection and enforcement program.
- 3. Prepare and submit quarterly report on Income and Expenditures and other reports using the form prescribed by Bureau of Local Government Finance (BLGF).
- 4. Prepare a certified list of all real property tax delinquencies which remained uncollected or unpaid for at least one (1) year in jurisdiction.
- 5. Examine the Book of Accounts and pertinent records of Businessmen.
- 6. attend sessions of the Sanggunian as required.
- 7. Exercise such other powers and perform such other duties and functions as maybe prescribe by law or ordinance.

II. OBJECTIVES

- 1. To enhance collection effectively.
- 2. To achieve maximum efficiency and effectiveness of the Revenue Generation Program as well as Office management
- 3. To strengthen the economic, financial and fiscal capabilities of Local Government Units and enhance their awareness of financial soundness and fiscal responsibility.
- 4. To provide technical assistance to LGU on treasury and assessment operations..
- 5. To promote transparency in the Local Government Unit financial and fiscal transactions.

III. PROGRAMS/PROJECTS/ACTIVITIES

Code Reference	Program/Activity/Project Description	Cost	Output Indicator	Target	Implementation Schedule	
					From	To
1	2	3	4	5	6	
1	1.0 LGU Rev. Generation & Resource Mobilization Tax Collection 1.1.1 Real Property Tax	300,000	90% Collection Efficiency	P 108,933,797.23	Jan. 2012	Dec. 2012
2	1.1.2 Business Taxes & other Local Taxes	150,000	95% Collection Efficiency	P 14,650,000.00	Jan. 2012	Dec. 2012
3	1.1.3 Fees and Charges	150,000	95% Collection Efficiency	P 16,220,000.00	Jan. 2012	Dec. 2012
4	1.1.4 Rec. from Eco. Enterprise	150,000	90% Collection Efficiency	P 21,840,000.00	Jan. 2012	Dec. 2012
5	1.2 Enhance Revenue Generation through IT	200,000	95% Efficiency	Computerized generation of tax bills/official receipts. Send out demand letters/notice of delinquency/tax bills.	Jan. 2012	Dec. 2012
6	1.3 Enhancement of Tax Collection	200,000	90% Efficiency	90% Cash advance liquidated	Jan. 2012	Dec. 2012
7	2.0 Fiscal Accountability and Discipline 2.1 Liquidate cash advances	50,000	90% Effective	95% of daily collection remitted	10 days after withdrawal of cash advances	
8	2.2 Ensure prompt remittance of collection	50,000	90% Effective	95% of payroll/vouchers received	2 days after collection date	
9	2.3 Pay valid payrolls/vouchers	15,000	90% Effective	95%of withdrawals/collections	2 days after receipt	
10	2.4 Withdraw/deposit of funds collected	25,000	90% Effective	95% of withdrawals/collections	2 days after receipt	
11	3.0 LGU Capability Building 3.1 Send employees to trainings and seminars	150,000	90 % Effective	8 employees	Jan. 2012	Dec. 2012

12	4.0 Internal Administration 4.1 Conduct performance evaluation of employees	10,000	90 % Effective	All CTO Personnel	Jun. 2012	Dec. 2012
13	5.0 Implementation of Special Projects 5.1 Establish One-Stop 5.2 Networking between Treasury, Assessment and Accounting (Maintenance)	20,000	90% Effective 100% accurate	50% reduced processing time 90% of transactions encoded	Jan. 2012 5 days after transaction date	Mar. 2012

Prepared by:

Approved by:

RUBEN E. BALBOA
City Treasurer

RAMON D. TORRES
City Mayor