

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