

**The Office
of the
Municipal
Accountant**

**Accomplishment
Report
FY 2019**

The Office of the Municipal Accountant maintains the books of accounts of the Municipal Government of Santa Fe. It submitted twelve (12) monthly reports for the General Fund, 12 for the Special Education Fund and 24 for the Trust Fund because it had separate one for the Agrarian Reform Community Project II (ARCP2) to the Commission on Audit. Also, year-end financial reports for said funds which were comprehensive were made and submitted. Consolidated one was also prepared.

The Office of the Municipal Accountant reviewed and recorded 295 Report of Collections and Deposits for the General Fund, 218 for Special Education Fund, and 55 for Trust Fund. The 2019 total income for all funds recorded was ₱75,029,419.79 while the total cash inflows was ₱93,526,819.56. The total number of Disbursement Vouchers processed for the General Fund was 1,007; for Special Education Fund, 6 and for Trust Fund, 33. On the other hand, the 2019 total expense for all funds was ₱61,811,585.82 while the total cash outflows was ₱83,658,379.36.

Aside from the production of financial reports, the Office of the Municipal Accountant endeavored in reviewing claims so as to conform with accounting rules and regulations to see to it that claims were supported with complete documentation and implemented the internal control necessary to safeguard against loss.

