

**Office of the
Municipal
Accountant**

**Annual
Accomplishment
Report
FY 2021**

Prepared by:

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The Office of the Municipal Accountant performs both accounting and internal audit tasks. As for accounting division, the office maintains separate set of books of accounts for each fund (General, Special Education and Trust Fund) namely General Journal, Cash Receipts Journal, Procurement Received Journal, Check and Cash Disbursements Journal and General Ledger of the Municipal Government of Santa Fe. These were then submitted to COA Audit Team Leader on a monthly basis together with the Trial Balance and related schedules. Journal Entry Vouchers were also prepared for every government transactions under all funds. Also, the following year-end financial reports for said funds as well as consolidated one which were comprehensive were made and submitted:

- Financial Statement which comprised Pre and Post-closing Trial Balances, Statement of Financial Position (Balance Sheet), Statement of Financial Performance (Income Statement), Statement of Changes in Net Assets/Equity, Statement of Cash Flows, Comparison of Budget and Actual Amounts and Notes to FS;
- Reports/documents necessary for Annual Audit Report by COA
 - a. Lists of Vouchers/Projects Charged against the following fund:
 1. 20% Development Fund
 2. Gender and Development (GAD) Fund
 3. 5% Calamity Fund
 4. Special Education Fund (SEF)
 - b. Statement, Liquidation and Aging of Cash Advances of all Funds
 - c. Report on Utilization of Disaster Risk Reduction and Management Fund
 - d. Status of Disaster Risk Reduction and Management Fund
 - e. Status of Fund Transfers to LGU
 - f. Summary of COVID 19 Fund Sources and Utilization

The Office of the Municipal Accountant reviewed and recorded 785 Report of Collections and Deposits for the General Fund, 332 for Special Education Fund and 101 for Trust Fund. The 2021 total income for all funds recorded was P88,583,788.55 while the total cash inflows was P87,028,520.15. The total number of Disbursement Vouchers processed for the General Fund was 551; for Special Education Fund, 11 and for Trust Fund, 36. On the other hand, the 2021 total expense for all funds was P76,258,744.24 while the total cash outflows was P77,902,671.47.

The Office of the Municipal Accountant also prepared the monthly remittances from January to December 2021 for the premiums and loan amortizations of its employees with the Government Service Insurance System, Home Development Mutual Fund and Philippine Health Insurance Corporation. And also the obligations to the Bureau of Internal Revenue (BIR) which were withheld were remitted monthly to the Bureau, from January to December 2021 and the corresponding returns were also filed online. The annual alphalist for year 2021, both from employees and suppliers were complied through the eSystem of the BIR. The office also prepared and submitted five (5) monthly bank reconciliation statements, one (1) for General Fund, three (3) for Trust Fund and one (1) for Special Education Fund (SEF). Also, the accountant's advices were prepared for local check disbursements.

Aside from the production of financial reports, the Office of the Municipal Accountant pre-audited all payments, fund transfers and remittances. The office reviewed and checked supporting documents of disbursement vouchers and payrolls to determine correctness of computations and completeness of requirements and to determine compliance to prescribed rules and regulations.

Below are the pictures of personnel doing their works:

