

**The Office
of the
Municipal
Accountant
Accomplishment
Report
FY 2020**

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 also 12 for the Trust Fund. 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 811 Report of Collections and Deposits for the General Fund, 346 for Special Education Fund, and 115 for Trust Fund. The 2020 total income for all funds recorded was ₱103,351,176.95 while the total cash inflows was ₱129,816,719.11. The total number of Disbursement Vouchers processed for the General Fund was 692; for Special Education Fund, 4 and for Trust Fund, 46. On the other hand, the 2020 total expense for all funds was ₱84,770,954.50 while the total cash outflows was ₱125,906,047.44.

The Office of the Municipal Accountant also prepared the monthly remittances from January to December 2020 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 2020 and the corresponding returns were also filed online. The annual alphalist for year 2020, both from employees and suppliers were complied through the eSystem of the BIR.

Aside from the production of financial reports, the Office of the Municipal Accountant endeavored in reviewing claims so as to conform with the 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.

Below are the pictures of personnel doing their works:

