

**Office
of the
Municipal
Accountant**

**Accomplishment
Report
CY 2022**

The Office of the Municipal Accountant maintains the book of accounts of the Municipal Government of Santa Fe.

For the year 2022, we have prepared and submitted a total of 43 financial reports for the three (3) funds namely, General Fund, Special Education fund and Trust Fund.

Frequency of Report	No. of reports	Fund
Monthly	12	General Fund
Monthly	12	Special Education Fund
Monthly	12	Trust Fund
Quarterly	4	Consolidated (3 funds)
Semi Annual	2	Consolidated (3 funds)
Annual	1	Consolidated(3 funds)
TOTAL	43	

Financial Statements for the year 2022 for the three funds were made and submitted. Year-end financial reports prepared per fund, detailed, consolidated and in comparative form.

The Office of the Municipal Accountant reviewed, processed and recorded various Accounting transactions pertaining to the three funds:

Reference Document	Quantity			TOTAL
	Gen. Fund	SEF	Trust Fund	
Report of Collection and deposit (RCD)	705	257	80	1,042
Disbursement Vouchers (DV)	1,245	25	29	1,299
TOTAL	1,950	282	109	2,341

The total income for all funds for the year 2022 recorded was ₱122,530,926.41 while the total cash inflows was ₱145,233,951.03. On the other hand, the 2022 total expenses for all funds was ₱93,360,064.49 while the total cash outflows were ₱123,927,084.60. Transfers from National Government is ₱21,960,677.05 and Subsidy to other LGUs 2,163,984.86.

The Office of the Municipal Accountant also prepared the monthly remittances from January to December 2022 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 and remitted monthly to the Bureau, from January to December 2022 and the corresponding returns were also filed online. The annual Alphalist for year 2022, both from employees and suppliers were filed through the eSystem of the BIR.

Aside from the preparation 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 ensure that the internal control necessary to safeguard government asset against loss were implemented.

Below are the pictures of Accounting personnel working on the daily task at the Accounting Office:



Municipal Accountant



Administrative Assistant III



Job Order Employees

Prepared by:

Mary Grace D. Delos Reyes
Municipal Accountant