



January 6, 2020

REGIONAL MEMORANDUM

No. 015, s. 2020



CY 2019 YEAR-END RECONCILIATION WORKSHOP

**TO: Schools Division Superintendents
Division Accountants and Budget Officers
Regional Office - Finance Division
All Other Concerned
This Region**

1. The DepEd Caraga Region, Finance Division will conduct the CY 2019 Year-End Reconciliation Workshop on January 16-17, 2020 at Almont Inland Resort, J.C Aquino Avenue, Butuan City.
2. The workshop aims to:
 - Facilitate the preparation, review and consolidation of CY 2019 financial reports, budget and financial accountability reports, and schedule of accounts;
 - Submit the updates on the Resolution of major COA audit findings and recommendations (FY 2018 & Prior Years);
 - Discuss the uniform implementation of procedures and policies;
 - Serve as an avenue where knowledge, experiences and ideas can come together and be shared among those involved in the management of financial resources for efficient implementation of DepEd programs and projects with the Department of Budget and Management (DBM);
 - Address other issues and concerns relative to improvement of financial management of the region; and
 - Address gender issues on multiple burdens of single, married, wives, husbands, Sr. Citizens in the finance workplace.
3. The Participants are the following:
 - a. Division Accountant
 - b. Division Budget Officer
 - c. 3 Finance Staffs per Division (only 2 for Cabadbaran City & Tandag City Divisions)
 - d. Finance personnel of the Region
4. The twelve division offices are advised to conduct Reconciliation Workshop and preparation of CY 2019 Year-End Financial Reports with the secondary implementing units starting January 6-10, 2020.
5. Expenses of the regional office participants shall be charged against RO-GAS funds.
6. Travelling expenses of the Division Office participants shall be charged against their respective local funds.



2020-01-0160

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7. **All divisions are required to strictly comply with the submission of all reports on time.** The deadline for the submission will be on **January 17, 2020, 8:00 PM**. Please refer to the attached list of reports to be submitted.
8. Each participant for the *CY 2019 Reconciliation Workshop and Function Review of Finance Positions* and *CY 2019 Year-End Financial Reconciliation Workshop* is required to fill out the online registration form on or before January 9, 2020.
 - a. Scan the QR code beside this paragraph; or
 - b. Log on to <https://tinyurl.com/FinRec2019> and access the form from a web browser.
9. Wide dissemination of this memorandum is desired.




FRANCIS CESAR B. BRINGAS, CESO V
OIC – Office of the Regional Director 

FD/enn/atb
1/6/2020



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DEPARTMENT OF EDUCATION
SEMINAR / WORKSHOP ON THE PREPARATION OF CY 2019 YEAR_END FINANCIAL REPORTS
CARAGA REGION

LIST OF FINANCIAL REPORTS FOR SUBMISSION TO REGION OFFICE

REGULAR FUND	
1	STATEMENT OF MANAGEMENT RESPONSIBILITY (SIGNED)
2	CONSOLIDATED PRE-CLOSING TRIAL BALANCE
3	CONSOLIDATED POST-CLOSING TRIAL BALANCE
4	CLOSING JOURNAL ENTRY VOUCHERS
5	DETAILED COMPARATIVE STATEMENT OF FINANCIAL PERFORMANCE
6	CONDENSED COMPARATIVE STATEMENT OF FINANCIAL PERFORMANCE
7	DETAILED STATEMENT OF FINANCIAL PERFORMANCE
8	CONDENSED STATEMENT OF FINANCIAL PERFORMANCE
9	DETAILED COMPARATIVE STATEMENT OF FINANCIAL POSITION
10	CONDENSED COMPARATIVE STATEMENT OF FINANCIAL POSITION
11	DETAILED STATEMENT OF FINANCIAL POSITION
12	CONDENSED STATEMENT OF FINANCIAL POSITION
13	DETAILED COMPARATIVE STATEMENT OF CHANGES ON NET ASSETS / EQUITY
14	DETAILED STATEMENT OF CHANGES ON NET ASSETS / EQUITY
15	DETAILED COMPARATIVE STATEMENT OF CASH FLOW
16	CONDENSED COMPARATIVE STATEMENT OF CASH FLOW
17	DETAILED STATEMENT OF CASH FLOW
18	CONDENSED STATEMENT OF CASH FLOW
19	NOTES TO FINANCIAL STATEMENT
20	CONSOLIDATED STATUS OF CASH ADVANCES
21	CONSOLIDATED REPORT ON AGING OF CASH ADVANCES (Due from Officers and Employees, Advances for Payroll, Advances to Special Disbursing Officer & Advances to Officers and Employees)
22	CONSOLIDATED REPORT ON AGING OF CASH ADVANCES (ANNEX 8)
23	CONSOLIDATED SCHEDULE OF ACCOUNTS RECEIVABLE WITH AGING
24	CONSOLIDATED SCHEDULE OF ACCOUNTS PAYABLE WITH AGING
25	CONSOLIDATED SCHEDULE OF DUE TO OFFICERS AND EMPLOYEES WITH AGING
26	CONSOLIDATED SCHEDULE OF RECIPROCAL ACCOUNTS (DUE TO OUS/ DUE FROM RO)
27	(SUBS TO OUS/ SUBS FROM RO)
28	CONSOLIDATED SUBSIDY FROM NAT'L GOVERNMENT (SNG)
29	CONSOLIDATED STATUS OF NCA RCVP/UTILIZED
29	SUMMARY OF TRA
30	ORIGINAL SIGNED COPY OF CERTIFICATION OF DEPOSIT FROM LOCAL AND/OR NAT'L B/T (FOR NCA REQUEST) PLEASE INCLUDE COPY OF JOURNAL ENTRY VOUCHERS, SUMMARY OF DETAILED DEPOSITED COLLECTIONS, COPIES OF BANK VALIDATED DEPOSIT SLIPS AND LIST OF DEPOSITED COLLECTIONS)
31	CONSOLIDATED REPORT ON SERVICE FEE COLLECTIONS DEPOSITED TO BUREAU OF TREASURY (B/T)
32	SOFT COPY

PROVIDENT FUND	
1	STATEMENT OF MANAGEMENT RESPONSIBILITY (SIGNED)
2	CONSOLIDATED PRE-CLOSING TRIAL BALANCE
3	CONSOLIDATED POST-CLOSING TRIAL BALANCE
4	CLOSING JOURNAL ENTRY VOUCHERS
5	DETAILED COMPARATIVE STATEMENT OF FINANCIAL PERFORMANCE
6	CONDENSED COMPARATIVE STATEMENT OF FINANCIAL PERFORMANCE
7	DETAILED STATEMENT OF FINANCIAL PERFORMANCE
8	CONDENSED STATEMENT OF FINANCIAL PERFORMANCE
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10	CONDENSED COMPARATIVE STATEMENT OF FINANCIAL POSITION
11	DETAILED STATEMENT OF FINANCIAL POSITION
12	CONDENSED STATEMENT OF FINANCIAL POSITION
13	DETAILED COMPARATIVE STATEMENT OF CHANGES ON NET ASSETS / EQUITY
14	DETAILED STATEMENT OF CHANGES ON NET ASSETS / EQUITY
15	DETAILED COMPARATIVE STATEMENT OF CASH FLOW
16	CONDENSED COMPARATIVE STATEMENT OF CASH FLOW
17	DETAILED STATEMENT OF CASH FLOW
18	CONDENSED STATEMENT OF CASH FLOW
19	NOTES TO FINANCIAL STATEMENT
20	REPORT ON DELINQUENT LOANS (PER MEMO DATED OCT 8, 2012)
21	CONSOLIDATED AGING OF LOANS RECEIVABLES- OTHERS
22	STATUS REPORT OF FUNDS
23	REPORT ON ALLOCATION RECEIVED FROM NATIONAL AND RELEASES TO DIVISION OFFICES (APPLICABLE TO RO ONLY)
24	SOFT COPY

TRUST FUND	
1	STATEMENT OF MANAGEMENT RESPONSIBILITY (SIGNED)
2	CONSOLIDATED PRE-CLOSING TRIAL BALANCE
3	CONSOLIDATED POST-CLOSING TRIAL BALANCE
4	CLOSING JOURNAL ENTRY VOUCHERS

5	DETAILED COMPARATIVE STATEMENT OF FINANCIAL PERFORMANCE
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19	NOTES TO FINANCIAL STATEMENT
20	SOFT COPY

EPP FUND	
1	STATEMENT OF MANAGEMENT RESPONSIBILITY (SIGNED)
2	CONSOLIDATED PRE-CLOSING TRIAL BALANCE
3	CONSOLIDATED POST-CLOSING TRIAL BALANCE
4	CLOSING JOURNAL ENTRY VOUCHERS
5	DETAILED COMPARATIVE STATEMENT OF FINANCIAL PERFORMANCE
6	CONDENSED COMPARATIVE STATEMENT OF FINANCIAL PERFORMANCE
7	DETAILED STATEMENT OF FINANCIAL PERFORMANCE
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20	SOFT COPY

OTHER REPORTS	
1	BFARS AS OF DEC 31, 2019
	FAR NO. 2- STATEMENT OF APPROVED BUDGET, UTILIZATIONS, DISBURSEMENTS AND BALANCES
	FAR NO. 2A- SUMMARY OF APPROVED BUDGET, UTILIZATIONS, DISBURSEMENTS AND BALANCES BY OBJECT OF EXPENDITURES
	FAR NO. 3- AGING OF DUE & DEMANDABLE OBLIGATIONS
	FAR NO. 4- MONTHLY REPORT OF DISBURSEMENTS
	FAR NO. 5- QUARTERLY REPORT OF REVENUE & OTHER RECEIPTS
	FAR NO. 6- STATEMENT OF APPROVED BUDGET, UTILIZATIONS, DISBURSEMENTS AND BALANCES FOR TRUST RECEIPTS
2	UPDATED LIST OF BANK ACCOUNTS PER DBM - DOF - COA IAO NO. 2012-01 DATED JANUARY 6, 2012
3	AAPSI (CONSOLIDATED) - ML CY 2018 AS OF DEC 31, 2019
4	AAPSI (CONSOLIDATED) - ML PRIOR YEARS AS OF DEC 31, 2019

BUDGET DIVISION	
	BFARS - BUDGETARY AND FINANCIAL ACCOUNTABILITY REPORTS
	BAB NO. 1- QUARTERLY PHYSICAL REPORT OF OPERATION
1	FAR NO. 1- STATEMENT OF APPROPRIATIONS, ALLOTMENTS, OBLIGATIONS, DISBURSEMENTS AND BALANCES
	FAR NO. 1-A- SUMMARY OF APPROPRIATIONS, ALLOTMENTS, OBLIGATIONS, DISBURSEMENTS AND BALANCES BY OBJECT OF EXPENDITURES AND BY PPA
2	FAR NO. 1-B- LIST OF ALLOTMENTS AND SUB-ALLOTMENTS
3	COPIES OF ALL SAAROS ISSUED BY DBM-RO'S (SEPT TO DEC 2019)
	SOFT COPY OF ALL THE DOCUMENTS SUBMITTED