



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region XIII
Caraga Administrative Region
Butuan City



May 11, 2018

REGIONAL MEMORANDUM

No. 283, s. 2018



RECONCILIATION WORKSHOP ON THE PREPARATION OF CY 2018 MID – YEAR
FINANCIAL REPORTS

To: **Schools Division Superintendents**
Division Accountants
Division Budget Officers
Regional Office Accounting & Budget Personnel
All Others Concerned
This Region

1. Pursuant to DepEd Memorandum dated April 11, 2018 re: National Seminar / Workshop on the Preparation of CY 2018 Mid-Year Financial Reports to be hosted by Region XII on July 22 – 27, 2018, this region will conduct a three (3) day workshop on the preparation of CY 2018 Mid-Year Regional Financial Reports on July 11 – 13, 2018, exclusive of travel time at Butuan City (venue to be announced later), on the first day July 11, 2018, snacks in the morning will be served and check-in time will be at 12:00 noon.
2. The workshop aims to facilitate the preparation, reconciliation and submission of accurate financial reports of all division offices including 121 secondary implementing units prior to submission of consolidated financial reports to DepED Central Office, Department of Budget and Management and Commission on Audit.
3. Participants to the said workshop are as follows: Division Accountants; Division Budget Officers and selected Budget/Accounting Staff from the Division who are in-charge in the preparation of financial and accountability reports (five representatives from each Division), all Finance Staff of the Regional Office and Resource persons.
4. The twelve division offices are advised to conduct Quarterly Reconciliation Workshop and Preparation of CY 2018 Mid-Year Financial Reports with the secondary implementing units starting July 2-10, 2018.
5. Participants are instructed to bring laptops and all pertinent documents necessary in the reconciliation of accounts, preparation of the trial balance, schedules and other financial statements; compliance report on CY 2017 COA audit findings and copies of COA validation reports. At the end of the workshop, all twelve (12) Division Accountants and twelve (12) Budget Officers are required to strictly comply with the submission of all reports on time, July 13, 2018, 5:00 PM. Please refer to the attached list of reports to be submitted.
6. No registration fee will be collected for this three (3) day activity. Transportation, per diems and other incidental expenses of the participants are chargeable against local funds subject to usual accounting rules and regulations.
7. Immediate dissemination of this memorandum is desired.


BEATRIZ G. TORNO, Ph.D., CESO III
Regional Director

Reference: Unnumbered DepED Memo
Allotment: 1-(DO. 50-97)
To be indicated in the Perpetual Index
Under the following subjects:
FUNDS SEMINARS WORKSHOPS

ROB1/FD/FLA/egc
5/11/2018

List of Reports for submission

REGULAR FUND		TRUST FUND	
1	Consolidated Trial Balance	1	Consolidated Trial Balance
2	Detailed Statement of Financial Performance	2	Detailed Statement of Financial Performance
3	Detailed Statement of Financial Position	3	Detailed Statement of Financial Position
4	Detailed Statement of Changes on Net Assets / Equity	4	Detailed Statement of Changes on Net Assets / Equity
5	Statement of Cash Flows	5	Statement of Cash Flows
6	Consolidated Status of Cash Advances (2nd Quarter)	6	SOFT COPY
7	Consolidated Report on Aging of Cash Advances (2nd Quarter)	BUDGET UNIT	
8	Schedule of Accounts Receivable with Aging as of June 30, 2018	Budgetary and Financial Accountability Reports (BFARs)	
9	Schedule of Accounts Payable with Aging as of June 30, 2018	Quarterly Physical Report of Operation (BAR No. 1)	
10	Consolidated Subsidy from National Government (SNG)	Statement of Appropriations, Allotments, Obligations, Disbursements and Balances (FAR No. 1)	
11	Consolidated Status of NCAs Received / Utilized with justifications on unutilized NCAs as of June 30, 2018	Summary of Appropriations, Allotments, Obligations, Disbursements and Balances by Object of Expenditures and by PPA (FAR No. 1-A)	
12	Detailed Breakdown of Reciprocal Accounts:	List of Allotments and Sub Allotments (FAR No. 1-B)	
	- intra agency Receivables (Due From CO/RO/Ous)	2	Copies of all SARO's issued by DBM-RO's
	- intra agency Payables (Due To CO/RO/Ous)	3	Summary List of SAROs issued by DBM-Ros
	- Subsidy Accounts (Due To / From CO/RO/Ous)	4	SOFT COPY of all the documents submitted
13	SOFT COPY	OTHER REPORTS	
PROVIDENT FUND		1	Updates on AOM Compliance - 2016 & Prior Years (as of June 30, 2018)
1	Consolidated Trial Balance	2	BFARs as of June 30, 2018
2	Detailed Statement of Financial Performance	2.1	FAR No. 2 - Statement of Approved Budget, Utilizations, Disbursements and Balances
3	Detailed Statement of Financial Position	2.2	FAR No. 2A - Summary of Approved Budget, Utilizations, Disbursements and Balances by Object of Expenditures
4	Detailed Statement of Changes on Net Assets / Equity	2.3	FAR No. 4 - Monthly Report of Disbursements
5	Statement of Cash Flows	2.4	FAR No. 5 - Quarterly Report of Revenue & Other Receipts
6	Report of Delinquent Loans (per Memo dated Oct. 8, 2012)	3	Status of MOOE Downloading as of June 30, 2018
7	Consolidated Aging of Loans Receivables - Others	4	Consolidated Report on Aging of Cash Advances (ANNEX 8)
8	Status of Service Fees Collected & Deposited to BTR		
9	Report on Allocations Received from National and Releases to Division Offices		
10	SOFT COPY		
BUSINESS RELATED FUND			
1	Consolidated Trial Balance		
2	Detailed Statement of Financial Performance		
3	Detailed Statement of Financial Position		
4	Detailed Statement of Changes on Net Assets / Equity		
5	Statement of Cash Flows		