



OFFICE OF THE MUNICIPAL ACCOUNTANT

❖ Frontline Service No. 1. : Pre-audit and Certification on Claims

➤ **ABOUT THE SERVICE**

All claims received from the Budget Office or from the claimant requires pre-audit and certification by the Accountant or next in rank on box A of the disbursement voucher.

Pre-audit of the disbursement voucher to determine accuracy and completeness of supporting documents will be done by the Accounting Department only for those transactions not subject to Pre-audit by the Commission on Audit (COA) per COA Circular No. 2009-002 dated May 18, 2009, otherwise it will be submitted to COA for pre-audit (See Annex B – schedule of transactions subject to COA pre-audit).

Certification on box A of the disbursement voucher will be affixed only if it passes pre-audit or if it meets all the requirements of the Commission on Audit otherwise DV will be returned to the claimant or requisitioning department for compliance.

➤ **REQUIREMENT**

Please see Annex A- schedule of requirements for each type of transaction.

➤ **HOW TO AVAIL OF THE SERVICE**

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
<p>1. Submit disbursement voucher (DV) and supporting documents (For claims not subject to COA pre-audit only)</p> <p>Gen Fund & SEF claim: Submit the disbursement voucher together with the Obligation Request (OBR) already signed by the Requisitioning Officer and Municipal Budget Officer (MBO) and the required supporting documents.</p> <p>Trust Fund claim: Submit the disbursement voucher together with Obligation Request (OBR) already signed by the Requisitioning Officer and the required supporting documents.</p>	<p>25 minutes</p> <p>25 minutes</p>	<p>Silma Mumar Mindania Daguplo</p> <p>Silma Mumar Mindania Daguplo</p>
<p>2. Pre-audit on claims</p> <p style="text-align: center;">Accounting staff in-charge</p>	<p>25 Minutes upon receipt for</p>	<p>Silma Mumar</p>

checks whether DV is supported with complete documentation and accurate as to amount of claim.	ordinary transactions 5 days upon receipt for speed transactions	Mindania Daguplo
3. Final Review and certification on claims Accountant or next in rank finally review accuracy and completeness of supporting documents and affix her signature on Box A of the DV.	25 minutes upon receipt for ordinary transactions 5Days upon receipt for special transactions	Joe Alfred Rey B. Busano Mun. Accountant
4. Recording and pre-numbering of DV Accounting staff in-charge records the claim in the voucher's logbook and pre-numbers the DV.	15 minutes	Silma Mumar
5. Forwards the DV to the Municipal Treasurer's Office (MTO) Accounting staff in-charge forwards the DV to the Municipal Treasurer's Office.	15 minutes	Silma Mumar
6. Preparation & Approval of Accountant Office Accountant advice is prepared when the MTO staff forwarded duly approved DVs w/ corresponding check	15 minutes	Lenie Lusica Rechel Buslon Joe Alfred Rey B. Busano Mun. Accountant

ANNEX A

**CHECKLIST OF SUPPORTING DOCUMENTS REQUIRED BY COA FOR
GOV'T. EXPEDITURES:**

TRANSACTION

A. PERSONAL SERVICES

1. First salary under an original appointment (Sec 197, GAAM Volume I; COA Cir. No. 92-389)
 - Certified true copy of appointment
 - Certified true copy of oath of office
 - Statement of Assets and Liabilities
 - Properly Accomplished Daily Time Record (DTR)
 - Certificate on assumption in new office
2. Salary differential under promotional appointment
 - Certified true copy of appointment of Notice of Salary Adjustment (NOSA)
 - Properly accompanied Daily Time Record (DTR)
 - Certificate of assumption in new office
3. Salary differential in case of general salary adjustments of across-the-board increases
 - Copy of Notice of Salary Adjustment (NOSA)
 - Other requirements under implementing circular for the salary adjustments
4. First salary under an appointment by transfer
 - Basic Requirements
 - Copy of Authority to Transfer
 - Clearance from money and property accountability from former office
 - Certification on last day of service in former office
 - Certification on last salary received by the Disbursing Officer in former office, certified by chief accountant and verified by the Resident Auditor
 - Other Requirements
 - Certified copy of appointment
 - Certificate of leave credits from former office
 - Certificate on date of assumption in new office
 - Daily Time Record (DTR)
 - Statements of Assets and Liabilities
 - Oath of Office
5. First Salary of Newly Elected Official
 - Certified copy of Certificate of Canvass and Proclamation of winning candidate
 - Oath of Office
 - Statement of Assets and Liabilities
6. Overtime Pay
 - Authority to render overtime services
 - Daily Time Record (DTR) showing the regular office hours and the overtime services rendered during the period
 - Accomplishment report signed by employees and supervisor
7. Salary dues of deceased employees
 - Death Certificate
 - Affidavit of the heirs concerned attesting his/her relationship with the deceased

- Clearance of the deceased from money and property accountability
8. Maternity Leave
 - Approved maternity leave of absence
 - Certification on status of appointment and length of service in the government for first claims
 - Certified true copy of marriage contract for first claims
 - Clearance from money and property accountability in excess of 30 days
 - Medical certificate of the attending physician
 9. Monetization of Leave credits
 - Approved application for monetization of leave credits
 10. Terminal leave
 - Approved terminal leave
 - Complete service record
 - Clearance from money and property accountability
 - Statements of Assets and Liabilities
 - Copy of last appointment and appointment showing highest salary received if the last salary under last appointment is not the highest
 - In case of resignation, employee's letter of resignation and acceptance by head of agency

B. MAINTENANCE AND OTHER OPERATING EXPENSES (MOOE)

1. Traveling Expenses

Before the trip

- Travel order
- Approved itinerary of travel

After the trip

- Certificate of Appearance or its equivalent
- Certificate of completion of travel
- Used ticket/s

2. Repairs and Maintenance of Gov't Facilities/Equipment/Vehicles

- Request for repair
- Pre and Post Repair Inspection Report
- Certificate that damage was due to fair wear and tear
- Contract/Job Order
- Report of Accomplishment
- Report of Waste material if any
- Certificate of Inspection and Acceptance

3. Supplies and Materials

a. Thru Public Bidding

- Approved Purchased Request
- Approved Purchased Order
- Notice of Award
- Performance Bond
- Certificate of Inspection and Acceptance
- Charge/Cash Invoice or Delivery Receipt or Official Receipt
- Bidders quotation
- Bidder's Bond
- Certificate of Eligibility
- Abstract of Bids
- BAC Resolution declaring LCRB and recommending award and approved by the LCE
- Minutes of Bidding

- b. Thru shopping
 - Approved Purchased Request
 - Approved Purchased Order
 - Certificate of Inspection and Acceptance
 - Charge/Cash Invoice or Delivery Receipt or Official Receipt
 - Canvass from at least 3 bonafide suppliers
 - Abstract of Canvass
 - BAC Resolution recommending shopping as the alternative mode of procurement
- c. True direct contracting
 - c.1 thru Exclusive/Sole Distributor
 - Approved Purchased Request
 - Approved Purchased Order
 - Certificate of Inspection and Acceptance
 - Charge/Cash Invoice or Delivery Receipt or Official Receipt
 - Certificate of Exclusive/Sole Distributorship (issued by the Manufacturer)
 - Certificate that there are no sub-dealers selling at lower prices and that no suitable are available (by agency authorized official)
 - BAC Resolution recommending direct contracting as the alternative mode of procurement
 - c.2 thru Duly Licensed Manufacturer
 - Approved Purchased Request
 - Approved Purchased Order
 - Certificate of Inspection and Acceptance
 - Charge/Cash Invoice or Delivery Receipt or Official Receipt
 - Certificate from the Department of Trade and Industry (DTI) that supplier is a duly licensed Manufacturer
 - Canvass Sheet/Price Quotation in case there are two (2) or more manufacturers of the supplies desired.
 - BAC Resolution recommending direct contracting as the alternative mode of procurement
- 4. Communication Expenses
 - Landline Telephone
 - Telephone Bill
 - Certification from head of office that calls included in the billing are official calls
 - Mobile Phone-plan
 - Bill
 - Certification from head of office that calls included in the billing are official calls
- 5. Electricity
 - Electric Bill
- 6. Training Expenses
 - For seminar conducted by other agencies
 - Invitation letter
 - Certificate of accreditation from COA/DILG
 - Office/Travel Order signed by Agency Head
 - Training Certificate
 - Official Receipt
- 7. Gasoline, Oil and Lubricants
 - Approved Purchased Request
 - Purchased Order
 - Inspection Report for bulk purchases
 - Driver's Trip Tickets
 - Gas Slip
 - Sales Invoice

ANNEX B

TRANSACTION SUBJECT TO COA PRE-AUDIT ACTIVITIES

1. Cash Advances

1.1 Except for cash advances for payroll, intelligence funds, petty cash funds, and those granted for

Local travel expenses of officers and employees, all other cash advances including those for foreign travels funded out of the local funds regardless of amount shall pass through pre-audit.

2. Payment of salaries and terminal leave benefits

2.1 Pre-audit of payments of salaries shall apply only to the first payment after appointed by transfer or reinstatement, and to the last payment prior to transfer.

2.2 All payments of terminal leave benefits shall be subject to pre-audit.

3. Infrastructure Projects

3.1 Infrastructure projects include the construction, improvement, rehabilitation, Demolition, repair, restoration or maintenance of roads and bridges, railways, airports, seaports, communications facilities, civil works components or information technology projects, irrigation, flood control and drainage, water supply, sanitation, sewerage, and solid waste management systems, shore protection, energy/power and electrification facilities, national buildings, school buildings, hospital buildings, and other related construction projects of the government [Section 5 (n), IRR-A of R.A. No. 9184]

3.2 All infrastructure project with contract amounts of P 1 million and above for Municipalities shall be covered by pre-audit. Only the advance payments granted to contractors as well as the first and last progress billings of contracts for infrastructure projects shall be subject to pre-audit.

3.3 All first payments of progress billings under a change order, extra work order, Supplemental agreement, or any other form of variation order related to contracts subject to pre-audit under item 3.2, shall likewise be subject to pre-audit.

3.4 These pre-audit guidelines shall equally apply to infrastructure projects undertaken in Ares declared as under a state of emergency or calamity.

4. Payments for road right-of-way

4.1 All claims of road right-of-way shall be subject to pre-audit taking into consideration the Provisions of RA No. 8974 and its implementing rules and regulations.

5. Procurement of capital assets, goods and services

5.1 Procurement of capital assets shall include and building.

5.2 Procurement of goods and services includes acquisition of supplies, materials, general support services, labor, equipment and motor vehicles by the government, regardless of the source of fund. For this purpose, procurement of construction materials for projects implemented by administration shall be treated as procurement of goods and services and shall be subject to the same rules herein provided taking the total project cost, and not the individual transactions, as basis of its coverage in or exclusion of pre-audit.

5.3 General support services shall include only those which are recurring and fixed in nature, such as but not limited to rentals, janitorial and security services, and solid waste management regardless of the amount involved. Only the first payment for said services shall be subject to pre-audit. First payments involving extension of contracts shall also be pre-audited.

5.4 First and last payments of contracts entered into through any of the various modes of procurement involving an amount of at least P500,000.00 for municipalities, shall be subject to pre-audit. Procurement between government agencies or instrumentalities shall be exempt from pre-audit.

5.5 Procurement of goods and services to address natural calamities or emergencies shall be subject to pre-audit except procurement involving life saving medicines, food and other similar items which shall be exempt from pre-audit.

6. Payments made thru automatic debit advice (ADA)

6.1 For foreign-funded or locally funded infrastructure projects that shall be performed on the documents to be submitted as basis for payment, such as but not limited to the approved disbursement vouchers, if applicable, statement of expenditures, list of due and demandable accounts payable and their supporting documents.

6.2 For procurement paid through ADA, pre audit shall be performed on the approved disbursement voucher duly supported by the regular documentary for the specific transaction.

7. Releases to NGOs/POs –

7.1 All releases of funds to NGOs/POs shall be subject to pre-audit. The audit shall be carried out taking into consideration the requirements and guidelines provided in COA Circular No. 2007-001 dated October 25, 2007 and subsequent amendments thereto.

7.2 No subsequent releases shall be made unless the previous release is liquidated, and the liquidation documents are post-audited and properly taken up in the books.

8. Disbursements from trust funds of local government units

8.1 The pre-audit of trust funds of local government units shall only cover disbursements of the trust funds received from the national government or from government owned and controlled corporations.

9. Disposal of real property, unserviceable property and those no longer needed

10.1 Negotiated sale of property covered by Section 380 of RA No. 7160 otherwise known as the Local Government Code of 1991 shall be governed by the following rules:

- (i) Unserviceable property and property no longer needed may be disposed at a private sale at such price as may be determined by the committee on awards, subject to the approval of the Commission on Audit or its duly authorized representatives when the acquisition or transfer cost exceeds twenty five thousand (P 25,000.00) pesos in the case of municipalities. In the case of real property, the disposal shall be subject to the approval of the Commission on Audit regardless of the value or cost involved.