



Bureau of Corrections

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BUC-STO-PR-024

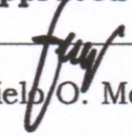
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0


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01/05/2018

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REVISION AND APPROVAL

Rev.	Date	Nature of Changes	Approved By
0		Original issue.	Ma. Cielo O. Monsalud 

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1. PURPOSE

The purpose of this procedure is to provide providing billing and collection service as overseen by the Accounting Section under the Finance Division and generally adopted by the Finance Sections of various BuCor Operating Prisons and Penal Farms (OPPFs).

2. SCOPE

This procedure includes processes related to electricity and other utilities, agro-industrial projects, and other receivables.

3. DEFINITION OF TERMS & ACRONYMS

Revenue	<ul style="list-style-type: none"> Is the gross inflow of economic benefits or service potential during the reporting period when those inflows result in an increase in net assets/equity, other than increases relating to contributions from owners.
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4. RESPONSIBILITIES

Chief, Accounting Head	Certifies that revenue generated by Agro-Industry Fund both by Central Office and OPPF's are correct and accurate.
Chief, Revenue	Reviews and checks reports before submission to the Chief, Accounting Section.
Revenue Staff	Ensures that monthly billing and collections are posted and reports are prepared based on deadlines set.
Collecting Officer	Responsible for proper custody of customer payments and depositing the same to the BuCor's servicing banks.



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5. PROCEDURE DETAILS


Activity	Person Responsible	Details/Functions	References/Forms
<pre> graph TD START([START]) --> Billing[Billing] Billing --> Collection[Collection] Collection --> Updating[Updating of Outstanding Balances] Updating --> Report[Preparation of Agro Industry Report] Report --> END([END]) </pre>	Accounting Staff	<ul style="list-style-type: none"> Prepared Billing and Statement of Accounts 	<ul style="list-style-type: none"> Billing Statement
	Chief, Revenue	<ul style="list-style-type: none"> Review and approves Bill and Aging of Receivable 	<ul style="list-style-type: none"> Aging of Other Receivables
	Accounting Staff	<ul style="list-style-type: none"> Prepares Order of Payment 	<ul style="list-style-type: none"> Order of Payment
	Concessioners, client, etc.	<ul style="list-style-type: none"> Forwards payment to the Cashier Section 	
	Cash Clerk	<ul style="list-style-type: none"> Prepares collection report for submission to Accounting Section 	<ul style="list-style-type: none"> Report of Collection and Deposits
	Accounting Staff Chief, Revenue	<ul style="list-style-type: none"> Updates customer account balances for unpaid obligation Reviews and approves Summary of Unpaid Balances for issuance of Notice of Disconnection 	<ul style="list-style-type: none"> Cash Receipts Journal
	Chief, Finance (OPPF)	<ul style="list-style-type: none"> Submits monthly Agro-Industry Report of collection and expenses 	<ul style="list-style-type: none"> Monthly Collection and Expense Report
	Accounting Staff Chief, Revenue	<ul style="list-style-type: none"> Consolidates Agro Report from OPPF's and NBP Prepares Off-Budgetary Reports for submission to Regulatory Agencies 	<ul style="list-style-type: none"> FAR No. 5

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6. GUIDELINES

6.1 Billing

- 6.1.1. The Accounting Staff determines and collects information from selected offices/units and determines the billing charges per billing type and client/BuCor personnel.
- 6.1.2. The Accounting Staff identifies and assigns the various account codes for each of the billing identified.
- 6.1.3. The Accounting Staff posts the billing to the respective subsidiary ledgers.
- 6.1.4. The Accounting Staff analyzes the balances and prepares the Summary of Billings, Aging of Receivables Schedule, and Journal Entry Vouchers (JEVs).
- 6.1.5. The Accounting Staff prepares and signs a Billing Statement/Notice of Billing for each of the identified charges and clients/BuCor employees.
- 6.1.6. The Accounting Staff submits the following to the Chief, Revenue and Property Section for review and approval:
 - Summary of Billings;
 - Aging of Receivables Schedule;
 - Signed Notices of Billing; and
 - JEVs.
- 6.1.7. The Chief, Revenue and Property Unit for reviews and signs the Summary of Billings, each of the Notices of Billing and the JEVs and transmits to the following:
 - Aging of Receivables Schedule and Signed Notices of Billing – to the Accounting Staff; and
 - Summary of Billings and JEVs – to the Bookkeeping Section.
- 6.1.8. The Accounting Staff photocopies the Notices of Billing and transmits/issues the same to each of the creditors/BuCor Personnel.
- 6.1.9. The Staff, Bookkeeping Unit reviews and verifies the JEV and supporting documents and posts the entries into the General Journal (GJ).


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6.2 Collection

- 6.2.1 The billed Creditor/BuCor, as Payor, initiates payment by securing a copy of his Notice of Billing and Order of Payment issued by the Accounting Section.
- 6.2.2 The Accounting Staff reviews the copy of Notice of Billing and provides the Payor with an Order of Payment Form.
- 6.2.3 The Payor accomplishes the Order of Payment Form and submits, along with the payment, to the Cashier/Designated Collecting Officer.
- 6.2.4 The Cashier/Designated Collecting Officer receives and reviews the submitted Order of Payment and payment, and checks these for consistency with the submitted copy of Notice of Billing.
 - 6.2.4.1 If incomplete or inconsistent, the Cashier/Designated Collecting Officer returns the Order of Payment Form and payment and asks the Payor to complete/revise the information.
 - 6.2.4.2 The Payor amends the Order of Payment Form and, along with the payment, re-submits to the Cashier/Designated Collecting Officer.
 - 6.2.4.3 The Cashier/Designated Collecting Officer prepares and issues an Official Receipt (OR) to the Payor.
- 6.2.5 The Cashier/Designated Collecting Officer reconciles and balances all collections for the day, prepares the Report of Collection & Deposit and submits to the Revenue and Property Section.
- 6.2.6 The Cashier/Designated Collecting Officer prepares the deposit slip and deposits the daily collection to the nearest depository bank.
- 6.2.7 The Cashier/Designated Collecting Officer records the collection and deposits in the cash book.

6.3 Reporting

- 6.3.1 Report of Collection and Deposit

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- 6.3.1.1 The Staff, Revenue and Property Section, gathers and reviews all Report of Collection and Deposit from all BuCor Cashier/Designated Collecting Officers (including those in OPPFs).
- 6.3.1.2 The Staff, Revenue and Property Section summarizes the collections transactions for each of the accounts and posts in the respective subsidiary ledgers.
- 6.3.1.3 The Staff, Revenue and Property Section prepares the Cash Receipts Journal (CRJ) for agro-industrial project-related collections, trust fund receipts and other income transactions, and submits to the Chief, Revenue and Property Section.
- 6.3.1.4 The Chief, Revenue and Property Section reviews and approves the CRJ and transmits the signed approved CRJ to the Bookkeeping Section for processing and the Director, Directorate for Comptrollership (or Comptroller, currently the Chief, Finance Division).
- 6.3.2 Consolidated Agro-Income and Expenses Cash Flow
 - 6.3.2.1 The OPPF Finance Officer prepares and submits a Monthly Collections and Expenses Report to the Revenue and Property Section.
 - 6.3.2.2 The Staff, Revenue and Property Section analyses and summarizes the inflow and outflow of cash for the agro trust fund, verifies bank balances, and prepares the following reports for submission to the Chief, Revenue and Property Section:
 - Agro Income and Expense Report; and
 - Agro Cash Flow.
 - 6.3.2.3 The Chief, Revenue and Property Section reviews and approves the submitted Agro financial reports and forwards to the Comptroller.
 - 6.3.2.4 The Comptroller reviews the Agro financial reports, approves and endorses for submission to the Department of Budget and Management.

6.3.2.5 The Office of the Directorate for Comptrollership coordinates with the respective offices/units for proper submission and dissemination of the Agro financial reports

7. REFERENCES

General Accounting Forms

- Order of Payment
- Report of Collections and Deposits
- Cash Receipts Journal
- Quarterly Report of Revenue and Other Receipts

Entity Name : _____	Serial No. : _____
Fund Cluster : _____	Date : _____
ORDER OF PAYMENT	
The Collecting Officer Cash/Treasury Unit	
Please issue Official Receipt in favor of _____ (Name of Payee)	
(Address/Office of Payee)	
in the amount of _____ (P. _____)	
for payment of _____ (Purpose)	
per Bill No. _____ dated _____	
Please deposit the collections under Bank Account(s):	
No.	Name of Bank
_____	_____
Total	_____
Signature over Printed Name Head of Accounting Division/Unit/Authorized Official	

QUARTERLY REPORT OF REVENUE AND OTHER RECEIPTS As of the Quarter Ending _____ (In Pesos)											FAR No. 5		
Reporting Entity Name: _____ Reporting Fund: _____ Representative Code (if any): _____													
CLASSIFICATION / SOURCE OF REVENUE AND OTHER RECEIPTS	TARGET (Amount)	ACTUAL REVENUE AND OTHER RECEIPTS COLLECTIONS						CUMULATIVE MONTHLY DEPOSITS TO DATE			VARIANCE	Remarks	
		1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	TOTAL	Percentage (%)	Reported with ACRS	Total	Amount			%
A. General Fund (Ordinary Fund 000)													
- Tax													
- Documentary Stamp Tax	40,000,000.00												
- Non Tax													
- Non Tax Support	40,000,000.00												
B. Special Account in the General Fund (Ordinary Fund 000, 001, 002, 003, 004)													
- Tax													
- Non Tax													
C. Off-Budget Account (Ordinary Fund 100 to 104, 105)													
D. Central Fund (Ordinary Fund 100-104, 105)													
TOTAL													
Certified Correct:						Approved By:							
_____						_____							
Date: _____						Date: _____							
Chief Accountant						Agency Head/Department Secretary/Authorized Representative							

Entity Name : _____						Report No. : _____		
Fund Cluster : _____						Sheet No. : _____		
						Date : _____		
REPORT OF COLLECTIONS AND DEPOSITS								
Official Receipt/ Report of Collections by Sub-Collector	Responsibility Center Code	Payee	Particulars	MFOFAP	Approved Submissions of Collections			
					Total per OR	Taxes	Fees	
Date	Number				40101010	40201010		
				TOTAL				
Summary:					P. XXX.XX			
Undeposited Collections per last Report					to XXX.XX			
Collections per OR Nos.					to XXX.XX			
Deposits					to P. XXX.XX			
Date: _____					to P. XXX.XX			
Undeposited Collections, this Report					to P. XXX.XX			
CERTIFICATION								
I, hereby certify on my official oath that the above is a true statement of all collections and deposits had by me during the period stated above in which Official Receipt Nos. _____ to _____ inclusive, were actually issued by me in the amounts shown therein. I also certify that I have not received money from whatever source without having issued the necessary Official Receipt in acknowledgment thereof. Collections received by sub-collectors are recorded above in lump-sum against their respective collection report numbers. I certify further that the balance shown above agrees with the balance appearing in my Cash Receipts Report.								
Name and Signature of the Collecting Officer _____								
Official Designation _____ Date _____								

CASH RECEIPTS JOURNAL Month _____										
Entity Name : _____						Sheet No. : _____				
Fund Cluster : _____										
Date	BCR/CR Reg No.	JEN No.	Name of Collecting Office	COLLECTIONS				DEPOSITS		
				DEBIT	CREDIT		CREDIT		CREDIT	
				UACS Offset Code	P	Amount	UACS Offset Code	P	Amount	
				Total			Total			
Reconciliation: Account Code P. _____ Amount _____ Date _____ Debit _____ Credit _____ Total _____										
Certified Correct:						Approved By:				
_____						_____				
Date: _____						Date: _____				
Chief Accountant						Agency Head/Department Secretary/Authorized Representative				