

NO # 65 1975

SUBJECT

215 100 001 7 76

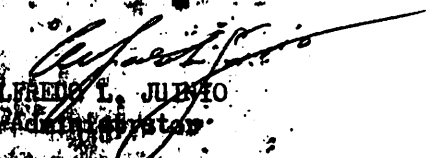
All receivables shall be booked irrespective of whether payment is received in advance or not. To make sure that this policy is implemented the following rules should be observed by all concerned:

1. The collecting officer shall always indicate the bill number on the official receipt issued.
2. If payment had to be advanced and accepted prior to the issuance of a bill, the corresponding monthly Equipment Utilization Report (MEUR) should be attached to the monthly collection report for submission to the Regional Accounting Office. The Regional Accountant, upon receipt of the report, shall see to it that the corresponding bill is prepared based on the MEUR before recording the collection representing payment made ahead of the bill.

Attached are illustrative Examples A and B containing accounting entries for equipment rentals to be adopted in the Regional Accounting Offices.

In view of the decentralization of billing and collection, M. # 45, s. 1975 is hereby revoked and other circulars inconsistent herewith are amended and/or modified.

Please be guided accordingly.


ALFREDO L. JUBAO
Administrator

September 17, 1975

MC# 65 5197

Illustrative Example A- Equipment Rental charged to private lessees (71-900), National Government Agencies (71-100), Government owned and/or Controlled Corporations (71-300) and Local Governments (71-200). In the following example the equipment rental is billed under Fund 213 (Equipment Revolving Fund (USAID))

T R A N S A C T I O N

A C C O U N T I N G E N T R I E S

DEBIT

CREDIT

1. To take up billing of equipment rental,

213-71-100
or
71-200
or
71-900 - - - - P XXX
91(56-200) - - - - - P XXX

To be entered in the Journal of Bills Rendered

-0-

2. To take up collections of equipment rentals based on the reports of collections duly verified and approved by the accounting officer concerned

213-70-400 - - - P XXX
71-100 - - - - - P XXX
or
71-200
or
71-900

To be entered in the Journal of Collections and Deposits,

-0-

3. To take up remittance of collections to the Bureau of Treasury based on the copy of the central office journal voucher,

213-71-100-199 P XXX
70-400 - - - - - P XXX

To be entered in the General Journal through Journal Voucher

-0-

4. To take up the transfer of income account to the central office. This is done every end of the fiscal year,

213-71-100-199 - - - - - P XXX
91(56-200) (P XXX)

To be entered in the General Journal through Journal Voucher

-0-

102ch
Illustrative Example B- Equipment Rental charged to National Projects/Systems and Communal Irrigation Projects. In the following example equipment rental under an equipment fund (Fund 213) is chargeable to another fund say Fund 102.

TRANSACTION

FUND 213 (Creditor Fund)

FUND 102 (Debtor Fund)

Debit - Credit

Debit - Credit

- | | | |
|---|--|---|
| 1- To take up release of sub-allotment for equipment rental to the Regional Offices based on the Central Office journal voucher. | 1. No Entry | 1- 71-100-199- P XX
90- - - - - P XX
or
81-400 |
| 2- To set up interfund receivable based on the Memorandum Advice of the Chief Equipment Management Division, Regional Office. Said Memorandum Advice should support the journal voucher drawn. | 2. Journal Voucher
71-1-102 P XX
91(56-200) - - - - - P XX | 2- No Entry |
| 3(a) To obligate the equipment rental and (b) to set up the interfund payable based on the above journal voucher supported by the corresponding Memorandum Advice. A copy of the above journal voucher should support this journal voucher. | 3. No Entry | 3(a) 90- P XX
82 - - - - - P XX
To be covered by ROA
(b) Journal Voucher
83 - - - - - P XX
or
81-400
81-1-213 - - - - - P XX |
| 4- To liquidate interfund payable thru issuance of TCAA Check. | 4. No Entry | 4- General Voucher
81-1-213 - - P XX
70-790 - - - - - P XX |
| 5- To settle interfund receivable based on the report of collections of the cashier. To be entered in the Journal of Collections and Deposit. | 5. Collecting Officer--
70-400 P XX
71-1-102 P XX | 5- No Entry |

6- To take up remittance of collections to the Bureau of Treasury based on the Central Office journal voucher.

7- To take up transfer of income account to the central office. This is done every end of the fiscal year.

6- Journal Voucher
71-100-199 -- P XX
Collecting
Officer (70-400

6- No Entry

P XX

7- Journal Voucher
71-100-199 -- P
91(56-200) - - - - -

7- No Entry

P XX

(P XX)

TO: THE REGIONAL IRRIGATION DIRECTOR

Republic of the Philippines
NATIONAL IRRIGATION ADMINISTRATION

Annex A

FF-3

MONTHLY EQUIPMENT UTILIZATION REPORT

ATTENTION: ~~Planning Unit~~ ~~Procurement~~
Equipment Management Div.

REGION _____ SYSTEM/PROJECT _____

PROJECT NO. _____

USED BY _____

DATE _____

19 _____

DATE & TIME SELL	EQPT. NAME, MAKE & MODEL	SERIAL NUMBER	PROP. NO.	For the Month of _____, 19 ____																															TOTAL	REN- TAL TIME	RENTAL RATE/ HOUR	GOL LEC TIBL
				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				
				A																																		
				B																																		
				C																																		
				D																																		
				E																																		
				F																																		
				G																																		
				H																																		
				I																																		
				J																																		
				K																																		
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				R																																		
				S																																		
				T																																		
				U																																		
				V																																		
				W																																		
				X																																		
				Y																																		
				Z																																		

PREPARED BY: _____
(Name of Depot/Group Pool/System Pool)

APPROVED BY: _____
(RIE/Prov.Irrig.Engr./Irrig.Supt.)

SUB-TOTAL P _____

GRAND TOTAL P _____

REPORT PREPARED AND DAILY SIGNED THIS _____ (Date)

Cashier _____

TO: THE REGIONAL IRREGULATION DIRECTOR
REGION Huezón City

Republic of the Philippines
NATIONAL IRRIGATION ADMINISTRATION.

Annex A-1
EM 343

~~ATTENTION: Planning Unit, Plans & Spec. Sec.~~
Equipment Management Div.

MONTHLY EQUIPMENT UTILIZATION REPORT

REGION	SYSTEM/PROJECT	PROJECT NO.	USED BY	DATE
				19

[illegible]

PREPARED BY: _____
(Head of Depot/Group Pool/System Pool)

ATTESTED BY: BY: NOTED: 7
Contractor Enig, Regional Auditor

SUB-TOTAL P=

GRAND TOTAL ₦

APPROVED BY :

~~REPORT PREPARED AND DULY SIGNED THIS~~

(Date)

Cashier

Regional Director

Form ED-1

Republika ng Pilipinas
PAMBANSANG PANGASIWAAN NG PATUBIG
(National Irrigation Administration)
Region _____

Annex B

TO: REGIONAL ACCOUNTING OFFICE
This Agency

Date _____

**LIST OF LESSEES/IRRIGATION PROJECTS/SYSTEMS AND
THEIR COLLECTIBLE RENTALS FOR CREDIT TO:**

Advice No.

 FUND -402 (IRRIGATION HEAVY CONSTRUCTION
EQUIPMENT TRUST FUND)
 FUND -210 (EQUIPMENT REVOLVING FUND-
6 JAPANESE REPARATIONS)
 FUND -213 (EQUIPMENT REVOLVING FUND-USAID)

[illegible]

Submitted by:

APPROVED BY:

Chief, Equipment Management Division

Director

Republika ng Pilipinas
PAMBANSANG PANGASIWAAN NG PATUBIG
(National Irrigation Administration)
Region _____

BILL NO. _____

BILL AND STATEMENT OF ACCOUNT
As of _____

TG: (Name and Address of Lessee)		FUND CODE
P A R T I C U L A R S		AMOUNT
Equipment Rental as per Memorandum Advice No. _____		
<u>Month Covered</u>	<u>A m o u n t</u>	
Total Charges this Bill (71-)-P		
Credit 91(56-2)-P		
Add: Balance of Previous Account ---P		
TOTAL AMOUNT DUE - - - - -		P

Prepared by:

CERTIFIED CORRECT :

APPROVED :

By authority of the
Administrator:

Billing/Accounting Clerk

Regional Accountant

Regional Director

NOTE:

1. Specify Bill Number(s) when making payment.
2. Please pay to NIA collector.

8-29-75