

REPUBLIKA NG PILIPINAS  
PAMBANSANG PANGASIWAAN NG PATUBIG  
(NATIONAL IRRIGATION ADMINISTRATION)  
LUNGSOD NG QUEZON

MC No. 26, s. 1984

MEMORANDUM CIRCULAR

TO : THE ASSISTANT ADMINISTRATORS; HEADS OF DEPARTMENTS  
AND STAFFS; REGIONAL IRRIGATION DIRECTORS; REGIONAL  
ACCOUNTANTS; CORPORATE AUDITOR; REGIONAL AUDITORS  
AND ALL OTHERS CONCERNED  
NATIONAL IRRIGATION ADMINISTRATION

SUBJECT : MODIFICATION OF ANNEX "A", MC No. 5A, SERIES OF  
1983 FOR CURRENT ACCOUNTS MAINTAINED UNDER THE  
OPERATION OF PNB COMBO FACILITY IN THE REGIONAL/  
UPRIIS OFFICES.

IT HAS BEEN OBSERVED THAT SOME OF THE REGIONAL ACCOUNTANTS  
ENCOUNTER DIFFICULTIES IN HAVING THEIR RESPECTIVE BANK RECONCILIATION  
STATEMENT VERIFIED BY THE REGIONAL AUDITORS DUE TO THE  
PECULIAR OPERATIONS OF THE CURRENT ACCOUNT MAINTAINED UNDER THE  
PNB COMBO FACILITY. TO MINIMIZE THIS PROBLEM AND TO HAVE THE  
STATEMENT PRESENTED IN A MORE UNDERSTANDABLE MANNER, THE PRESENT  
PREPARATION AND FORMAT OF BANK RECONCILIATION STATEMENT BEGINNING  
SEPTEMBER 1, 1983 HAS BEEN MODIFIED AS SHOWN UNDER ANNEX "I".

THE OFFICER-IN-CHARGE OF THE CONTROLLERSHIP DEPARTMENT SHOULD  
BE INFORMED OF ANY PROBLEMS ENCOUNTERED REGARDING THIS MATTER.

THIS CIRCULAR IS AN AMENDMENT OF ANNEX "A", MC No. 5A, SERIES  
OF 1983 RELATIVE TO THE PREPARATION OF THE MONTHLY BANK RECONCILIATION  
STATEMENT FORMAT FOR CURRENT ACCOUNTS MAINTAINED UNDER THE  
OPERATION OF THE PNB COMBO FACILITY IN THE REGIONAL/UPRIIS OFFICES.  
TAKE NOTE THAT THE BANK RECONCILIATION STATEMENT DATE SHOULD BE  
AS OF AND NOT FOR THE MONTH.

THIS MEMORANDUM CIRCULAR SHALL TAKE EFFECT IMMEDIATELY.

(SGD.) CESAR L. TECH  
ADMINISTRATOR

CONCURRED:

(SGD.) FLORENTINO R. ARCEGA  
CORPORATE AUDITOR

REGION \_\_\_\_\_  
 BANK RECONCILIATION STATEMENT  
 PNB CURRENT ACCOUNT NO. \_\_\_\_\_  
 AS OF SEPTEMBER 30, 1983

UNADJUSTED BOOK BALANCE (AS REFLECTED IN THE GENERAL LEDGER) . . (P.921,801.40

ADD: 1. INITIAL MINIMUM DEPOSIT ..... P 5,000.00

2. UNRECORDED SAA AND FOR REVALIDATIONS, IF ANY.. X X X

3. CHECKS ISSUED PRIOR TO MC#5A s.1983 (CHECKS  
 DATED JANUARY 1, 1983 TO AUGUST 31, 1983 ONLY)

(A) RECORDED IN THE BOOKS IN SEPTEMBER, 1983  
 ONLY AND ENCASHED WITH PNB ALSO IN SEP-  
 TEMBER, 1983 ..... 1,130,354.15 <sup>/B</sup>

(B) STILL UNRECORDED IN THE BOOKS AS OF SEPT.  
 TEMBER, 1983 BUT ALREADY ENCASHED WITH  
 PNB IN SEPTEMBER, 1983 ..... 132,749.22 <sup>/B</sup>

(C) RECORDED IN THE BOOKS IN SEPTEMBER, 1983  
 ONLY BUT: (C-1) ENCASHED PRIOR TO SEPT.,  
 1983 ..... 2,838,283.63

(C-2) NOT YET ENCASHED AS OF  
 SEPTEMBER, 1983 ..... 191,022.24

4. ERRORS BY BOOK, IF ANY ..... X X X

TOTAL AMOUNT TO BE ADDED . . . . . 4,297,409.24

SUB-TOTAL . . . . . P3,375,607.84

DEDUCT:

1. UNRECORDED CHECKS:

(A) ISSUED IN SEPTEMBER, 1983 BUT NOT YET  
 TAKEN-UP IN THE BOOKS AS OF SEPT., 1983 - P2,175,412.47

(B) ISSUED PRIOR TO SEPTEMBER, 1983 BUT NOT  
 YET TAKEN-UP IN THE BOOKS AS OF SEPTEMBER,  
 1983 ..... 132,749.22

(C) ERRORS BY BOOK, IF ANY ..... X X X

TOTAL AMOUNT TO BE DEDUCTED . . . . . 2,308,161.69

ADJUSTED BOOK BALANCE . . . . . P1,067,446.15  
 VVVVVVVVVVVV

UNADJUSTED BANK BALANCE . . . . . P 5,000.00

ADD: 1. DEPOSIT IN TRANSIT:

SAA RECEIVED AND FOR REVALIDATION (PRIOR TO THE IMPLEMEN-  
 TATION OF MC# 5A, s. 1983) ..... P3,237,858.62

LESS: CHECKS ISSUED IN SEPTEMBER, 1983  
 AND ENCASHED IN SEPTEMBER, 1983 ALSO.. 2,175,412.47 <sup>/C</sup>

DEPOSIT IN TRANSIT ..... P1,062,446.15

(SGD.) C.L.CAMACHO

2. ERROR BY BANK . . . . .	P 16,694.23 <sup>/A</sup>
TOTAL AMOUNT TO BE ADDED . . . . .	P1,079,140.38
SUB-TOTAL . . . . .	P1,084,140.38

DEDUCT:

1. OUTSTANDING CHECKS (CHECKS ISSUED IN SEPTEMBER, 1983 BUT NOT YET ENCASHED AS OF SEPTEMBER, 1983) . . . . .	P x x x
2. ERROR BY BANK . . . . .	16,694.23 <sup>/A</sup>
TOTAL AMOUNT TO BE DEDUCTED . . . . .	16,694.23

ADJUSTED BANK BALANCE . . . . .	P1,067,446.15 VVVVVVVVVVVVVV
---------------------------------	---------------------------------

CERTIFIED CORRECT:

VERIFIED:

REGIONAL ACCOUNTANT

REGIONAL AUDITOR

NOTE:

<sup>/A</sup> - ANY ERROR BY THE BANK SHOULD BE REFLECTED AS RECONCILING ITEM BOTH UNDER THE ADD AND DEDUCT COLUMN. (PLEASE TAKE NOTE OF CHECKS TWICE TAKEN UP IN THE BANK STATEMENT AND HAVE A SEPARATE SCHEDULE FOR THIS RECONCILING ITEM).

<sup>/B</sup> - ALL CHECKS DATED PRIOR TO SEPTEMBER, 1983 (JANUARY, 1983 TO AUGUST, 1983) BUT ENCASHED/REFLECTED IN THE BANK STATEMENT BEGINNING SEPTEMBER, 1983 ONWARD SHOULD BE SEGREGATED AND LISTED IN A SEPARATE SCHEDULE AS RECONCILING ITEM. CASH IN BANK EQUIVALENT TO THE TOTAL AMOUNT OF THE SAID CHECKS WILL BE TRANSFERRED BY CENTRAL OFFICE TO THE REGIONAL/UPRIIS OFFICE CONCERNED, EXCEPT REGIONS 9, 10 AND 11, BY JOURNAL VOUCHER.

<sup>/C</sup> - COMPUTATION:

TOTAL DEPOSIT IN THE BANK STATEMENT FOR SEPT., 1983 WHICH IS ALSO EQUAL TO THE TOTAL AMOUNT OF CHECKS WITHDRAWN FOR SEPTEMBER, 1983 . . . . . P3,455,210.

LESS: 1. DEPOSIT EQUAL TO THE AMOUNT OF CHECKS ENCASHED IN SEPTEMBER, 1983 BUT ISSUED PRIOR TO SEPTEMBER, 1983:

(A) UNRECORDED IN THE BOOKS AS OF SEPT., 1983 . . . . . P 132,749.22<sup>/B</sup>

(B) RECORDED IN THE BOOKS AS OF SEPT., 1983 . . . . . 1,130,354.15<sup>/B</sup>

2. ERRORS BY BANK, IF ANY . . . . . 16,694.23

TOTAL DEDUCTIONS . . . . . 1,279,797.6

AMOUNT OF DEPOSIT CREDITED BY PNB WHICH IS ALSO EQUAL TO THE AMOUNT OF CHECKS ISSUED IN SEPT., 1983 AND ENCASHED IN SEPTEMBER, 1983 ALSO . . . . . P 2,175,412.4  
VVVVVVVVVVVVVV

<sup>/D</sup> - RECONCILING ITEMS WHICH ARE NOT YET TAKEN UP IN THE BOOKS WILL STILL BE REFLECTED AS RECONCILING ITEM IN THE SUCCEEDING BANK RECONCILIATION STATEMENTS.

(Sgd.) C.L. CAMACHO