Republika ng Pilipinas
PAMBANSANG PANGASIWAAN NG PATUBIG
(National Irrigation Administration)
Lungsod ng Quezon

MC No. 031 s. 1988

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. 26, series of 1984 for Current Accounts Maintained under the Operation of Philippine National Bank COMBO Facility in the Regional/UPRIIS/MRIIS Offices

Due to the discontinuance of the drawing of Journal Vouchers to support the Advice of Sub-allotment (ASA) as provided for under MC No. 047, series of 1987, the present preparation and format of Bank Reconciliation Statement provided for under MC #26 s. 1984 is being modified as shown under Annex "1" beginning October, 1987.

The Manager of the Controllership Department should be informed of any problems encountered regarding this matter.

This circular is an amendment of Annex "A", MC No. 26, series of 1984 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/MRIIS 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.) FEDERICO N. ALDAY, JR.
Administrator

signed Aug. 3, 1988

NAME OF REGION/PROJECT
ADDRESS
BANK RECONCILIATION STATEMENT
PNB CURRENT ACCOUNT NO. 263 ....
AS OF OCTOBER 31, 1987

UNADJUSTED BOOK BALANCE (as reflected in the General Ledger)			P x x x
ADD:			
1. Previous Reconciling Item (Not yet adjusted as of statement date) (Adjusted under JV.____dated____)		P x x x	
2. UNRECORDED DEPOSIT:			
a. Replenishment of Checks Encashed for the month beginning 10/1/87 not yet taken up in the books (For Checks dated/issued beginning OCTOBER 1, 1987 ONLY) (Taken up under JV No. & Date)	x x x		
b. Replenishment Equivalent to the amount of Outstanding Checks	*1 x x x		
c. Initial Minimum Deposit	5,000.00	x x x	
3. Other Itemns Requiring Adjustment by the Books:			
a. Checks Previously Issued and Recorded in the Books but Subsequently Reported as Cancelled. (Adjusted under JV No. and Date or if Supplemental Report was submitted, JCI File No.________)	x x x		
b. RD by Cash Erroneously Included in the JCI (should be JDDO) adjusted under JV No.______dated______)	x x x		
c. Overstatement in taking up RD by Checks/Amount of Checks	x x x	x x x	x x x
BALANCE			P x x x

DEDUCT:

1. UNRECORDED DISBURSEMENTS:			
a. Checks Issued and Encashed with PNB but not yet taken up in the books.		x x x	
b. Checks issued but not yet taken up in the books and not yet encashed with PNB		*2 x x x	x x x
2. Previous Errors, if any (adjusted under JV No. & Date)			x x x
3. DEPOSIT IN TRANSIT:			
Balance as of 9/30/87		P x x x	
Less: (a) Encashed Checks beginning October, 1987 but checks were issued/dated prior to 10/1/87	x x x		
(b) SAA returned/reverted to Central Office	x x x		
Sub-Total		x x x	x x x
4. Unrecorded Bank Charges			x x x
5. RD by Check erroneously included in the JDDO			x x x
6. Understatement in Taking up RD by Check/Amount of Check			x x x x x x

ADJUSTED BOOK BALANCE, OCTOBER 31, 1987 P5,000.00

UNADJUSTED BANK BALANCE, 10/31/87 (as reflected in the PNB Statement of Current Acct.) ₱5,000.00

ADD:

1. UNRECORDED DEPOSITS:

Amount of Deposit Equivalent to the amount of Outstanding Checks ₱ x x x *1

2. Errors by the Bank, if any:

(Equivalent to the amount reflected under the withdrawal column of the Bank Statement) x x x x x x

B A L A N C E ₱ x x x

DEDUCT:

1. OUTSTANDING CHECKS.

a. Checks issued and recorded in the books but not yet encashed with PNB x x x

b. Checks issued but not yet recorded in the books and not yet encashed with PNB x x x *2 x x x *1

2. Errors by the Bank, if any:

(Equivalent to the amount reflected under the Deposit column of the Bank Statement) x x x x x x

ADJUSTED BANK BALANCE, OCTOBER 31, 1987 ₱ 5,000.00
= = = = =

CERTIFIED CORRECT: VERIFIED AND FOUND CORRECT:

Regional/Project Accountant Regional/Project Auditor

Foot note.

*1 a. Unrecorded Replenishment per Books which is equal to the total amount of Outstanding Checks
b. Unrecorded Deposit per Bank which is equivalent to the total amount of Outstanding checks
c. Outstanding Checks
should have the same amount

*2 Checks Issued but not yet recorded in the books and not yet encashed with PNB. This amount forms part of the Total Oustanding Checks per Bank and part of the Unrecorded Disbursements per Book.