



1. Receive and record barangay financial transaction documents

Barangay Financial Transaction Documents (BFTDs) are submitted to Accounting Office monthly for the preparation of barangay financial reports.

Office or Division:	Office of the Municipal Accountant			
Classification:	Complex			
Type of Transaction:	G2G – Government to Government			
Who may avail:	24 Barangays of LGU Quezon, Quezon			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Cash on Hand and In Bank Register		Barangay of LGU Quezon, Quezon		
2. Cash Receipts and Deposits Register				
3. Check Disbursement Register				
4. Cash Disbursement Register				
5. Report of Collections and Deposits				
6. Reports of Collections and Remittances				
7. Summary of Checks Issued (including disbursement vouchers, duplicate checks, and complete supporting documents)				
8. Summary of Cash Payments (including liquidation reports and complete supporting documents)				
9. Copy of Punong Barangay Certification (PBC)				
10. Snapshot of Bank Statement				
11. Report of Accountability for Accountable Forms				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Transmit the reports.	Receive the reports and documents.	None	10 minutes per transmittal	Myla O. Dela Cruz <i>Accounting Clerk II</i> (Pob 3, Pob 4, Guinhawa, Villa Belen, Tagkawa, Villa Gomez, Magsino, Sabang, Villa Mercedes, Cagbalogo, Caridad, Del Pilar)
	Review the submitted reports and documents. Prepare and encode the Journal Entry Voucher (JEV).	None	4 hours per transmittal	Jocelle C. Mendoza <i>Accounting Clerk I</i> (Pob 1, Pob 5, Apad, Argosino, Gumubat, Mascariña) Gigi R. Asia <i>Accounting Clerk I</i> (Pob 2, Pob 6, Montaña, Silangan, Cometa, Villa Francia)
	Review of JEV.	None	30 minutes per transmittal	Jocelyn A. Sisperez <i>Municipal Accountant</i>
	TOTAL	None	4 hours, 40 minutes	