



REPUBLIKA NG PILIPINAS
KAGAWARAN NG PANANALAPI
KAWANIHAN NG INGATANG-YAMAN
(BUREAU OF THE TREASURY)
INTRAMUROS, MAYNILA

Funding the Republic

MEMORANDUM

FOR : All BTr REGIONAL DIRECTORS

FROM : THE TREASURER OF THE PHILIPPINES

SUBJECT : NEW PROCEDURES IN REPORTING DEPOSITS OF NATIONAL COLLECTIONS

DATE : October 15, 2003

Attached is **Treasury Circular (TC) No. 5-2003**, dated **October 8, 2003** adopting new procedures and providing additional requirements in reporting deposits of national collections to the Bureau of Treasury (**BTr**) pursuant to **DOF Order No. 52-96** dated **May 22, 1996**.

Please disseminate the said Circular to all National Collecting Officers (**NCOs**), Local Treasurers (**LTs**), Chief Treasury Operations Officers (**CTOOs**) of Districts/Provincial Offices and Others concerned in your respective areas for implementation.

Also attached for your guidance is the prescribed format of the collection reports in diskette form to be submitted by all **NCOs** and **LTs** together with the hard copy of the reports.

The new program of uploading collection diskette shall be provided electronically to the regional/provincial offices by Ms. **Evelyn Neri** of Systems Development Division (**SDD**).

For consideration.

(SGD) EDUARDO SERGIO G. EDEZA



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TREASURY CIRCULAR No. 5 - 2003

October 08, 2003

TO : All National Collecting Officers, Local Treasurers, BTR Regional Directors, Chief Treasury Operations Officers of District/ Provincial Offices and others

SUBJECT : New Procedures in Reporting Deposits of National Collections

1. PURPOSE : To provide additional requirements in reporting deposits of national collections to the BTR pursuant to DOF Order No. 52-96 dated May 22, 1996.

2. SPECIFIC GUIDELINES

2.1 Deposit of Collections by the National Collecting Officers

2.1.1 The National Collecting Officers (NCOs)/Local Treasurers (LTs) shall, in depositing their national collections, submit List of Deposited Collections (LDC) in hard copy and in diskette form to the Authorized Government Depository Bank (AGDB) Branches.

2.1.2 NCOs and concerned LTs can, in lieu of diskette, e-mail their List of Deposited Collections to the BTR District/Provincial Office in their area.

2.1.3 NCOs and LTs shall ensure that the data in the LDC hard copy are the same data contained in the diskette or the soft copy transmitted through email.

2.1.4 The LDC (hard copy and diskette) together with a copy of the bank-validated deposit slip shall be picked up daily by the Treasury Fiscal Examiner (TFE) / Treasury Operations Officer (TOO).

2.2 Validation of Deposits

2.2.1 The TFE / TOO shall validate the LDC and deposit slip as to correctness of bank clearing account (in the case of LBP), agency, fund and revenue account codes. The amount indicated in the bank-validated deposit slip should tally with the total amount of the LDC.

- 2.2.2 In case of discrepancy, TFE/TFO shall confirm the data with the NCO or AGDB branch, as the case may be in which event, the AGDB branch shall copy furnish the TFE/TOO of the debit or credit advice (inter-office advice), whichever is applicable. If the data in question is the code/s used, the TFE/TOO shall confirm the code with the NCO, and correction/s be made accordingly.
- 2.2.3 Once the data are validated, the data in the diskette/e-mail shall be uploaded by the BTr District Office (DO) Provincial Office (PO) and transmitted to the BTr Regional Office (RO) for consolidation.
- 2.2.4 The consolidated collections shall then be transmitted by the ROs to the BTr Central Office and reflected in the database.
- 2.2.5 The Fund Validation (FVD) shall retrieve the RO consolidated collection reports and match these reports against the report of AGDB HO, by branch total.
- 2.2.6 Any difference in the amounts shall be verified by FVD with the AGDB HO and DO/PO concerned. The DO/PO in turn shall validate the same with the AGDB Branch concerned and make the corresponding adjustments and thereafter notify FVD of such adjustment/s.

2.3 Reconciliation by the BTr and NGAs

- 2.3.1 When the consolidated collection reports are validated against the deposits, the National Cash Accounting Division (NCAD) shall print Daily/Monthly Abstract of Deposits for release to the agencies concerned.
- 2.3.2 The agencies shall reconcile the Abstract against their records and submit their findings to the NCAD. The latter shall make the necessary adjustment thru the preparation of Journal Entry Voucher (JEV).
- 2.3.3 The NCAD shall input the JEV as an adjustment to the database.

3. EFFECTIVITY

This circular shall take effect immediately.

(SGD) EDUARDO SERGIO G. EDEZA
Treasurer of the Philippines

PRESCRIBED FORMAT OF THE COLLECTION REPORTS
IN DISKETTE FORM

(A) REPNO	10	
(B) PROVCODE	4	
(C) BRCODE	4	
(D) AGYCODE	5	
(E) DEPDATE	8	(MM/DD/YYYY)
(F) DEPNO	7	
(G) COLLCODE	5	
(H) FUNDCODE	3	
(I) AMOUNT	(14,2)	1,000,000,000.00

A	B	C	D	E	F	G	H	I
02-130	0039	0842	D0635	07/10/2002	129	174	101	62810.00
02-130	0039	0842	D0635	07/10/2002	128	187	109	1430.00

- Column I must be formatted to number and “use 1000 separator” must be checked.
 - How?
 - Click column I (this will highlight the entire column)
 - Right click.
 - Click Format Cells
 - Under **Category**, choose Number (decimal places must be 2)
 - Check “Use 1000 separator”
- Column E must be formatted to date format (MM/DD/YYYY)
 - How?
 - Click column E (this will highlight the entire column)
 - Right click.
 - Click Format Cells
 - Under **Category**, choose Date
 - Under **Type**, choose “3/14/1998”

To save:

1. Click File.
2. Click Save As.
3. Under **Save as type**, choose **Microsoft Excel 4.0 Worksheet**

Filename format: agency code + date.xls

Ex: **B0731101403.xls**

where,

B0731 – your agency code

101403 – date with format MMDDYY