

CITIZEN'S CHARTER

OFFICE OF THE CITY ACCOUNTANT

Take charge of both the accounting and pre audit services of the City

FUNCTIONAL STATEMENT

The **Office of the City Accountant** shall:

- Install and maintain an internal audit system in the city;
- Prepare and submit financial statements to the City Mayor and the Sanggunian concerned;
- Apprise the Sanggunian and other local government officials on the financial conditions and operations of the city;
- Certify the availability of budgetary allotment, to which expenditures and obligations may be properly charged;
- Review and verify as to completeness, the supporting documents before the preparation of Disbursement Voucher.
- Prepare Journal Entry Vouchers for financial transactions and adjustments, if any.
- Post and maintain individual subsidiary ledgers for all suppliers and contractors
- Post and maintain individual subsidiary ledgers for all officials and employees of the City
- Record and post in index cards the details of purchased Property, Plant , and Equipment including disposal, if any;

FRONTLINE SERVICES OFFERED

- Process Request of Certificate of Income Tax Withheld
- Process/Certify Claims
- Certify Accountants Advice for check issued

FRONTLINE SERVICES PROCEDURE

PROCESS REQUEST OF CERTIFICATE OF INCOME TAX WITHHELD

CATEGORY:

- Simple

WHO MAY AVAIL THE SERVICE:

- All Suppliers and Contractors of the City Government of Imus

REQUIREMENT(S):

- Photocopy of Disbursement Voucher
- Tax Identification Number (TIN)

FEE(S)/CHARGE(S):None**HOW TO AVAIL THE SERVICE:**

STEP	PROCEDURE		PERSON RESPONSIBLE	DURATION OF ACTIVITY
	CLIENT	AGENCY ACTION		
1	Submit requirement	Process the request	Florie Arevalo	5 minutes
2	Claim Certificate	Release of BIR Forms (Form 2307)	Same as above	5 minutes
TOTAL DURATION OF ACTIVITY				10 minutes
FILL OUT THE CLIENT SATISFACTION RATING FORM				
END OF TRANSACTION				

PROCESS/CERTIFY CLAIMS

CATEGORY

- Simple/Complex

WHO MAY AVAIL THE SERVICE:

- All authorized department representative

REQUIREMENT(S):

- Disbursement Vouchers and its supporting documents

FEE(S)/CHARGE(S):None

HOW TO AVAIL THE SERVICE:

Step	PROCEDURE		PERSON RESPONSIBLE	OF ACTIVITY
	CLIENT	AGENCY ACTION		
1	Submit requirements	Receives Disbursement Vouchers and its supporting documents	Officer of the day	5 minutes
		Review the completeness of supporting documents and check the correctness of the mathematical computation For General Fun	Ma. Isabel Fajardo	15 minutes
		For Special Education Fund	Emelita Saringayat	
		For Trust Fund	Susana Bautista	
		Complex/Technical Transactions	Same as Above	30 minutes
		Prepare Journal Entry Voucher	Same as Above	5 minutes
		In case of any deficiency, the documents will be returned to the client for the compliance of required attachment.	Officer of the day	5 minutes
		Approve as to completeness of supporting documents	Roselie A. Pangilinan	5 minutes
Release the Disbursement Vouchers and its supporting documents	Releases the disbursement vouchers and supporting documents.	Officer of the day	5 minutes	
TOTAL DURATION OF ACTIVITY				40 minutes
FILL OUT THE CLIENT SATISFACTION RATING FORM				55 minutes
END OF TRANSACTION				

CERTIFY ACCOUNTANT'S ADVICE ON CHECKS ISSUED

CATEGORY

- Simple

WHO MAY AVAIL THE SERVICE:

- Personnel from the Office of the City Treasurer

REQUIREMENT(S):

- Disbursement Vouchers with complete attachments
- Check Issued and signed
- Accountant's Advice on Check Issued

Step	PROCEDURE		PERSON RESPONSIBLE	DURATION OF ACTIVITY
	CLIENT	AGENCY ACTION		
1	Submit requirements	Receives and verify the name of the Payee in the Disbursement Voucher with the payee indicated on the check	Bryan Sanchez Ariel Topacio Juan Luis Dela Cruz	5 minutes
		Check the amount indicated in the Disbursement and on the check	Any of the three	5 minutes
		Certify the Accountant's Advice	Roselie A. Pangilinan	5 minutes
2	Release Accountant's Advice	Release the Accountant's Advice together with the approved Disbursement Voucher and Check	Bryan Sanchez Ariel Topacio Juan Luis Dela Cruz	5 minutes
TOTAL DURATION OF ACTIVITY				20 minutes
FILL OUT THE CLIENT SATISFACTION RATING FORM				
END OF TRANSACTION				

Location: The **Office of The City Accountant** is located on the 3rd Floor of the New City Government Center of Imus, Malagasang I-G , City of Imus , Cavite

For inquiries, suggestions, recommendations and concerns;
Please visit our office and look for:

ROSELIE A. PANGILINAN, CPA, CSEE

City Accountant

You can also contact us at:

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