

VICTORIAS CITY WATER DISTRICT

Procedures Manual

BUDGETING

Document No. : PM-FIN-01

Effectivity Date :

Revision No. :

Pages : 1 of 4

I. OBJECTIVE

This procedure describes the process of preparing the Project Procurement Management Plan (PPMP) in reference to estimated operating expenses and capital expenditures.

II. SCOPE

The scope involves the flow of allocating Victorias City Water District's budget for the next operating year.

III. RESPONSIBILITY AND RESOURCES

General Manager
Commercial Division Manager
Senior Corporate Accountant A
Division Managers
VCWD Board of Directors

IV. DEFINITION OF TERMS

Project Procurement Management Plan (PPMP) – a detailed proposal for the proposed programs, activities and projects of each division with corresponding procurement method, time schedule and estimated budget.

Budget Appropriation Request – a form that provides justification for proposed maintenance and other operating expenses budget.

Cash Flow – an estimate of all cash inflows and outflows that are expected to occur in a given period of time.

Income Statement – a financial statement that summarizes the company's revenues and expenses over the entire accounting period.

Bids and Awards Committee (BAC) - responsible for conducting bidding and other related matters

Annual Procurement Plan (APP) – a plan that includes the procuring process, the date and the types of product to be acquired.

V. REFERENCE DOCUMENTS

Estimated Water sales, collections and other miscellaneous revenues
VCWD Business Plan

VI. RECORDS GENERATED

Office Order
Operation and Maintenance Expenses
Capital Expenditures
Project Procurement Management Plan (PPMP)
Budget Appropriation Request
Cash Flow
Income Statement

Prepared by:

Approved by:

ALINA AGRAVIADOR

Process Owner

ENGR. ABRAHAM J. DE DIOS, JR.

General Manager

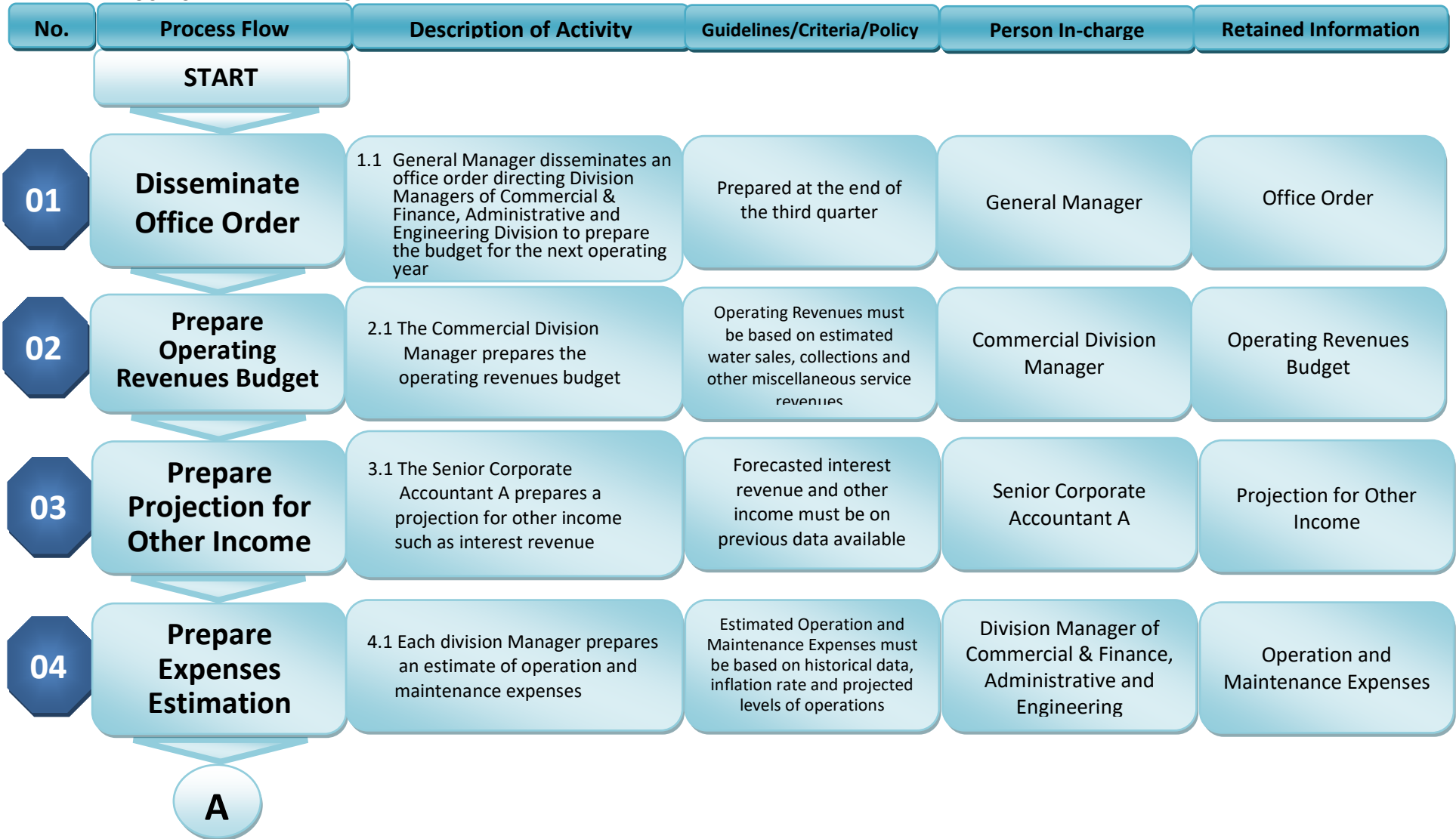


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BUDGETING

VII. PROCEDURE DETAIL AND FLOW



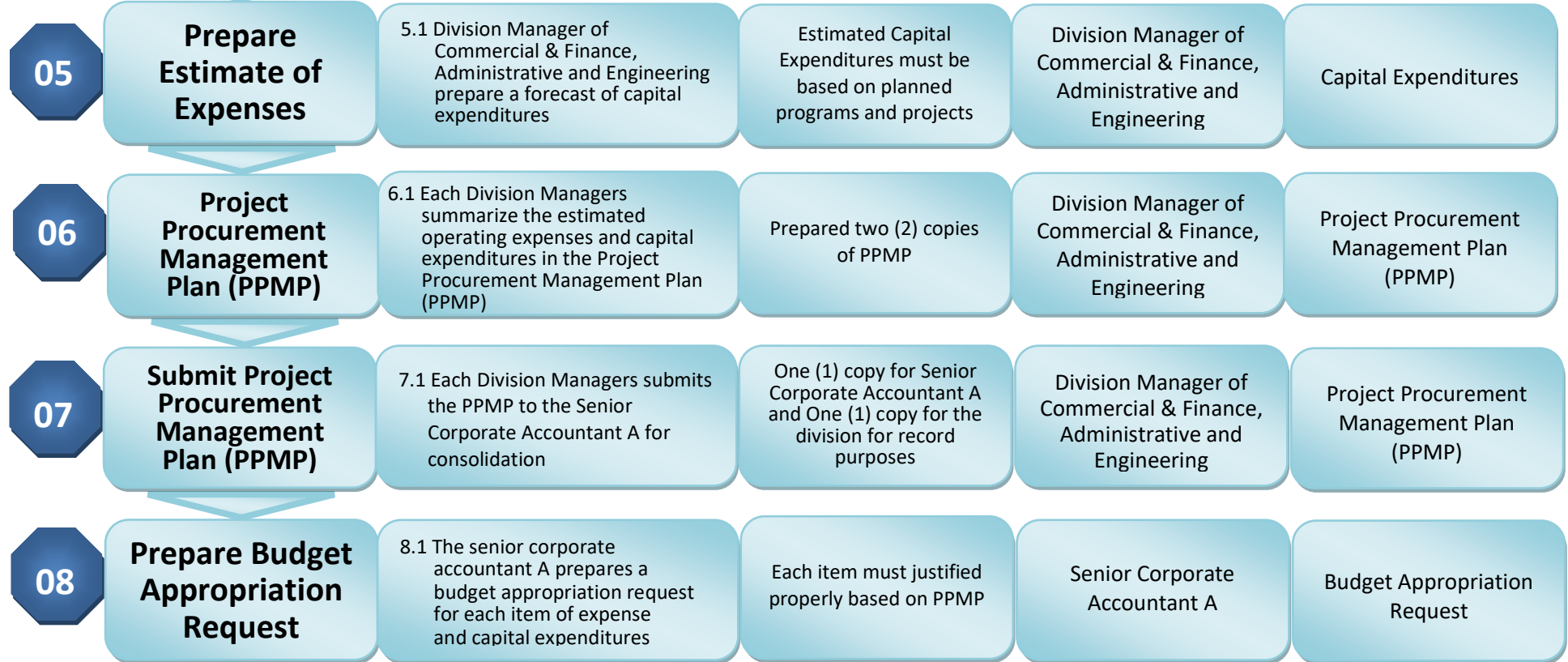


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BUDGETING

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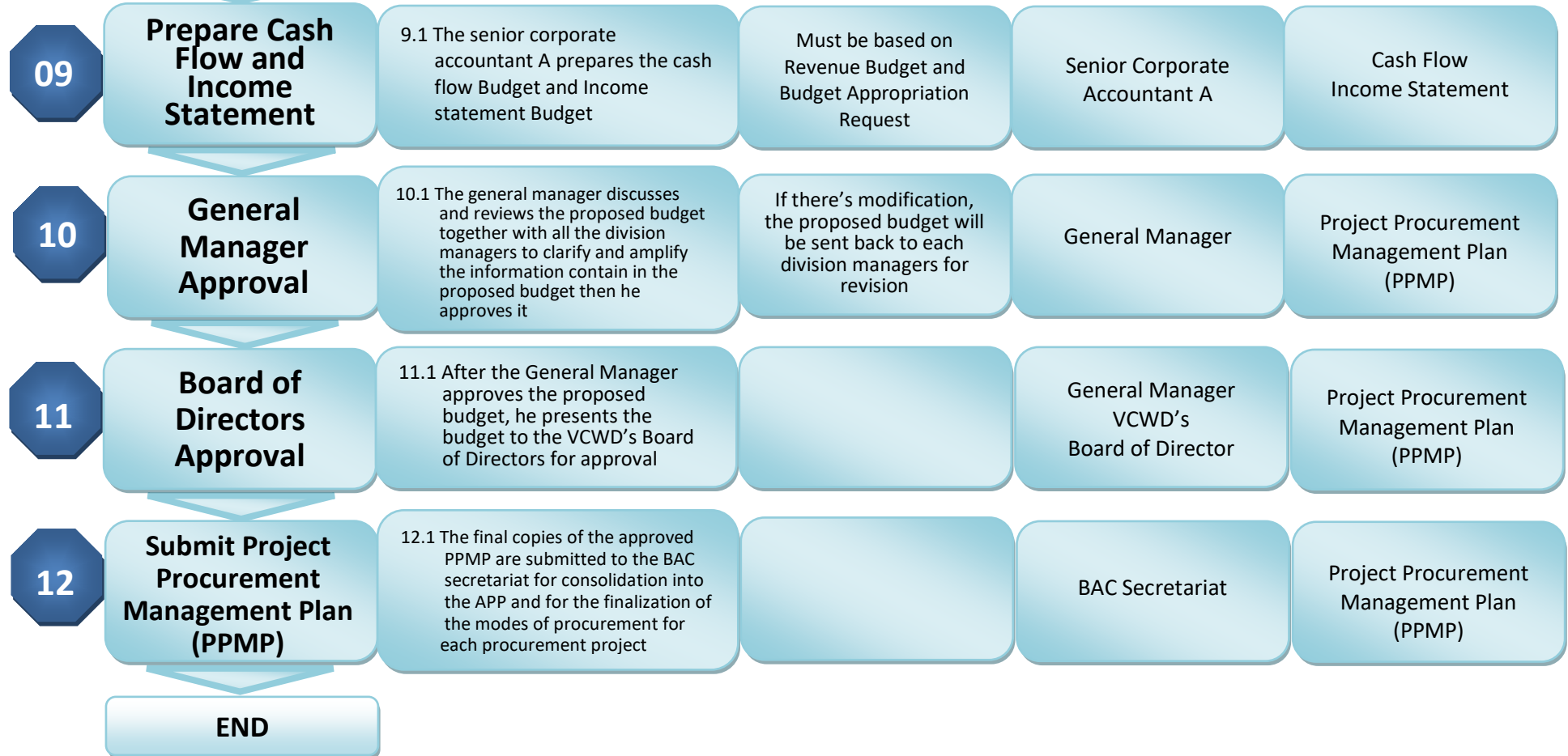


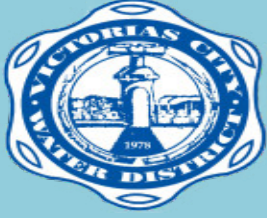
VICTORIAS CITY WATER DISTRICT

Procedures Manual

BUDGETING

B





VICTORIAS CITY WATER DISTRICT

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LIQUIDATION OF CASH ADVANCES

Document No. : PM-FIN-02

Effectivity Date :

Revision No. :

Pages : 1 of 2

I. OBJECTIVE

This procedure describes the process of liquidating the cash advances of Victorias City Water District's officers and employees.

II. SCOPE

The scope involves the flow of settling the cash advances of all employees and officers.

III. RESPONSIBILITY AND RESOURCES

VCWD's Officers and Employees
Senior Corporate Accountant A

IV. DEFINITION OF TERMS

V. REFERENCE DOCUMENTS

VI. RECORDS GENERATED

Liquidation Report
Journal Entry Voucher

Prepared by:

Approved by:

ALINA AGRAVIADOR

Process Owner

ENGR. ABRAHAM J. DE DIOS, JR.

General Manager

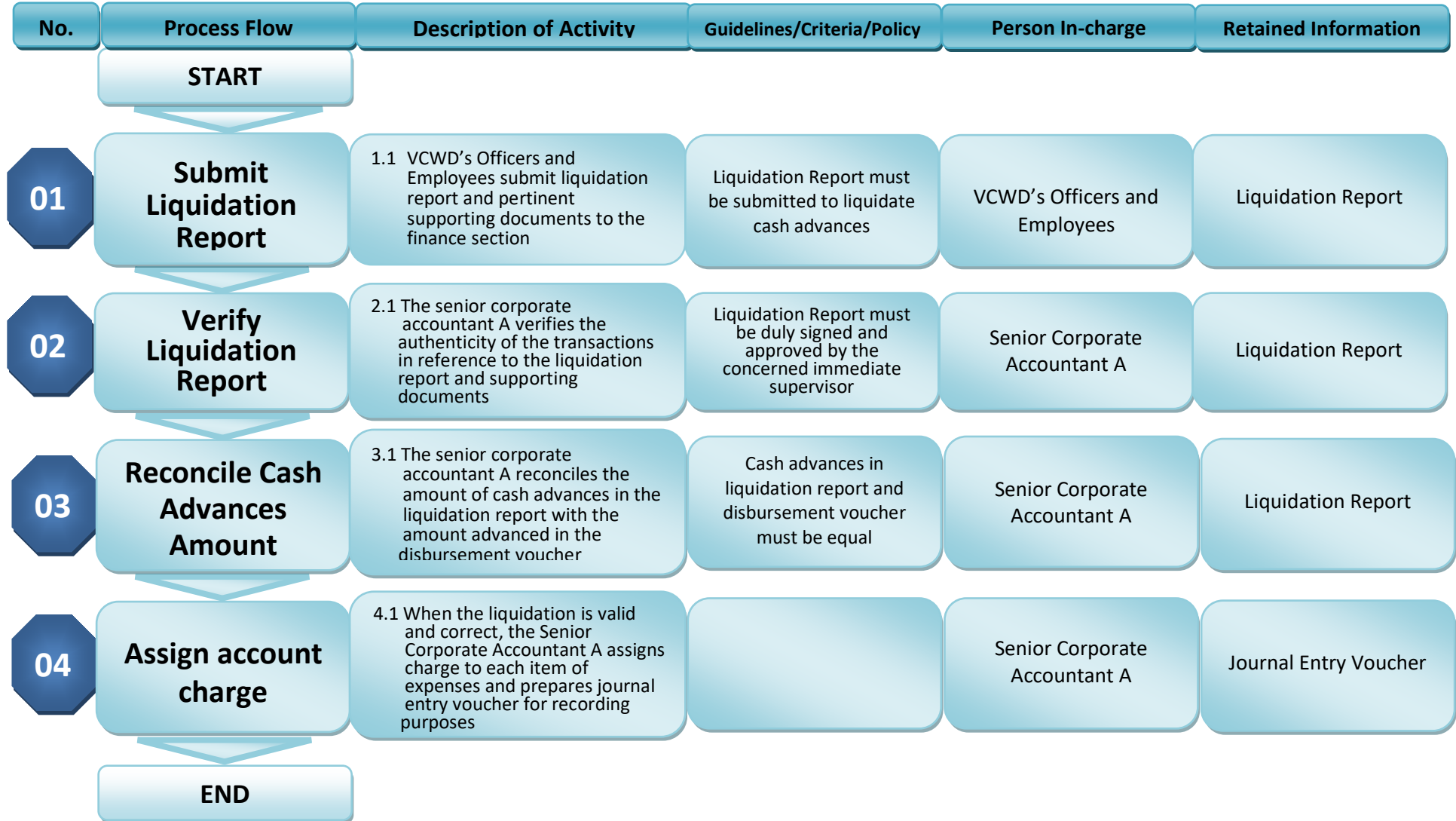


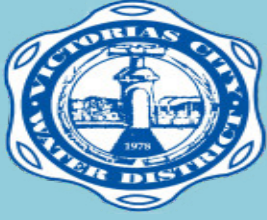
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LIQUIDATION OF CASH ADVANCES

VII. PROCEDURE DETAIL AND FLOW





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DISBURSEMENT

Document No. : PM-FIN-03

Effectivity Date :

Revision No. :

Pages : 1 of 6

I. OBJECTIVE

This procedure describes the process of disbursement of Victorias City Water District in compliance with the government rules and regulation.

II. SCOPE

The scope involves the flow of paying the local suppliers, reimbursement through petty cash, check preparation and bank reconciliation.

III. RESPONSIBILITY AND RESOURCES

Accounting Processor A
Senior Corporate Accountant A
General Manager
Division Manager
Petty cash custodian
Cashier

IV. DEFINITION OF TERMS

Disbursement – is a payment in terms of cash, check or voucher from the organization fund.

Petty Cash – is a small amount of cash on hand used for payment of petty and unusual expenses manage by the Petty cash custodian.

Bank Reconciliation – a process of comparing the balances in the organization’s accounting records for cash account to the corresponding balance indicated in the bank statement.

V. REFERENCE DOCUMENTS

VI. RECORDS GENERATED

Disbursement Voucher
Check Disbursement Journal
Petty Cash Voucher
Petty Cash Record
Check Disbursement Record
Journal Voucher
Letter to the Bank
Bank Reconciliation Statement

Prepared by:

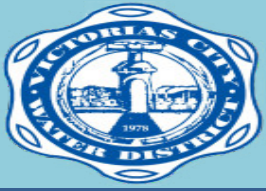
Approved by:

ALINA AGRAVIADOR

Process Owner

ENGR. ABRAHAM J. DE DIOS, JR.

General Manager



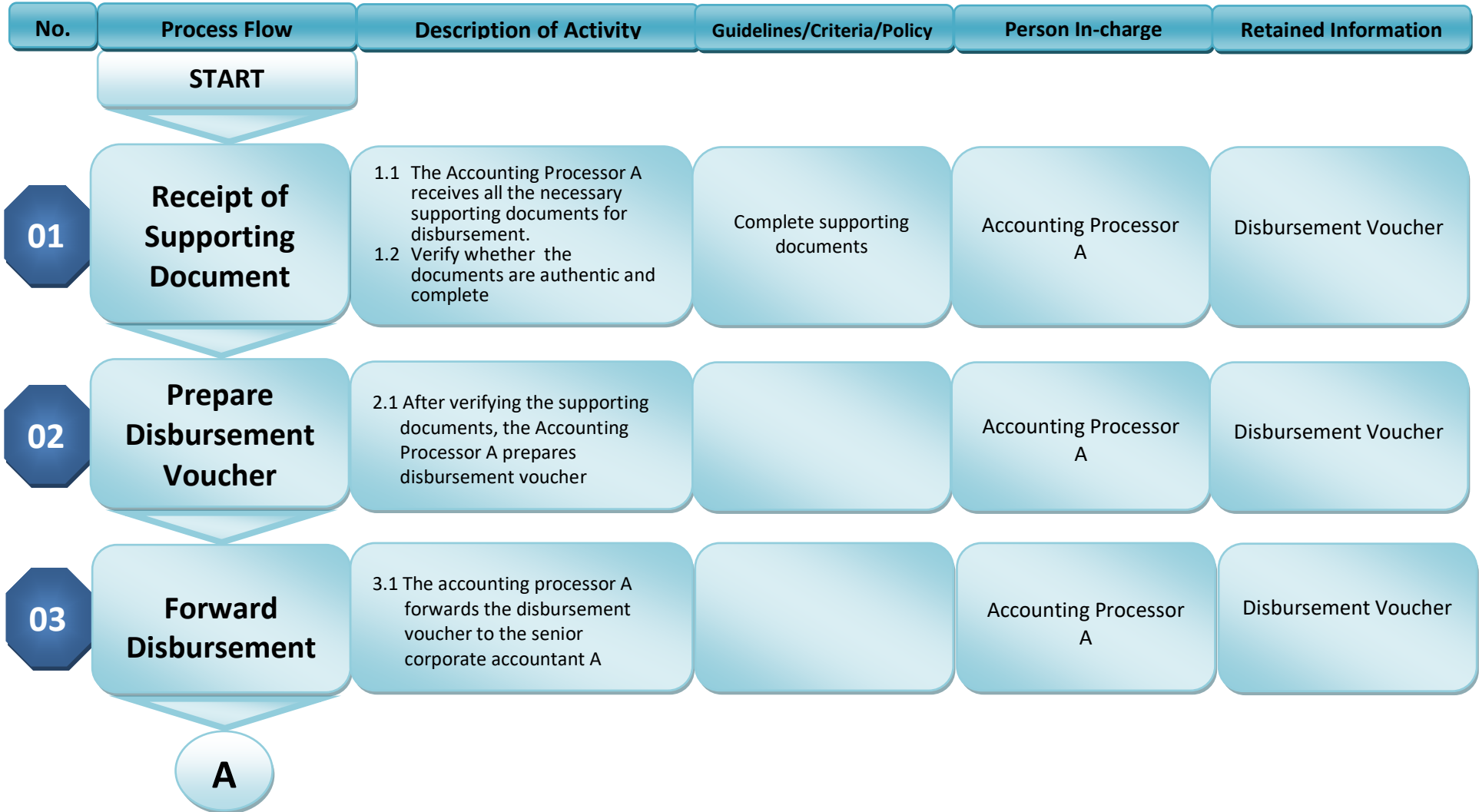
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DISBURSEMENT - PAYMENTS TO LOCAL SUPPLIERS

VII. PROCEDURE DETAIL AND FLOW

A. PAYMENT TO LOCAL SUPPLIERS



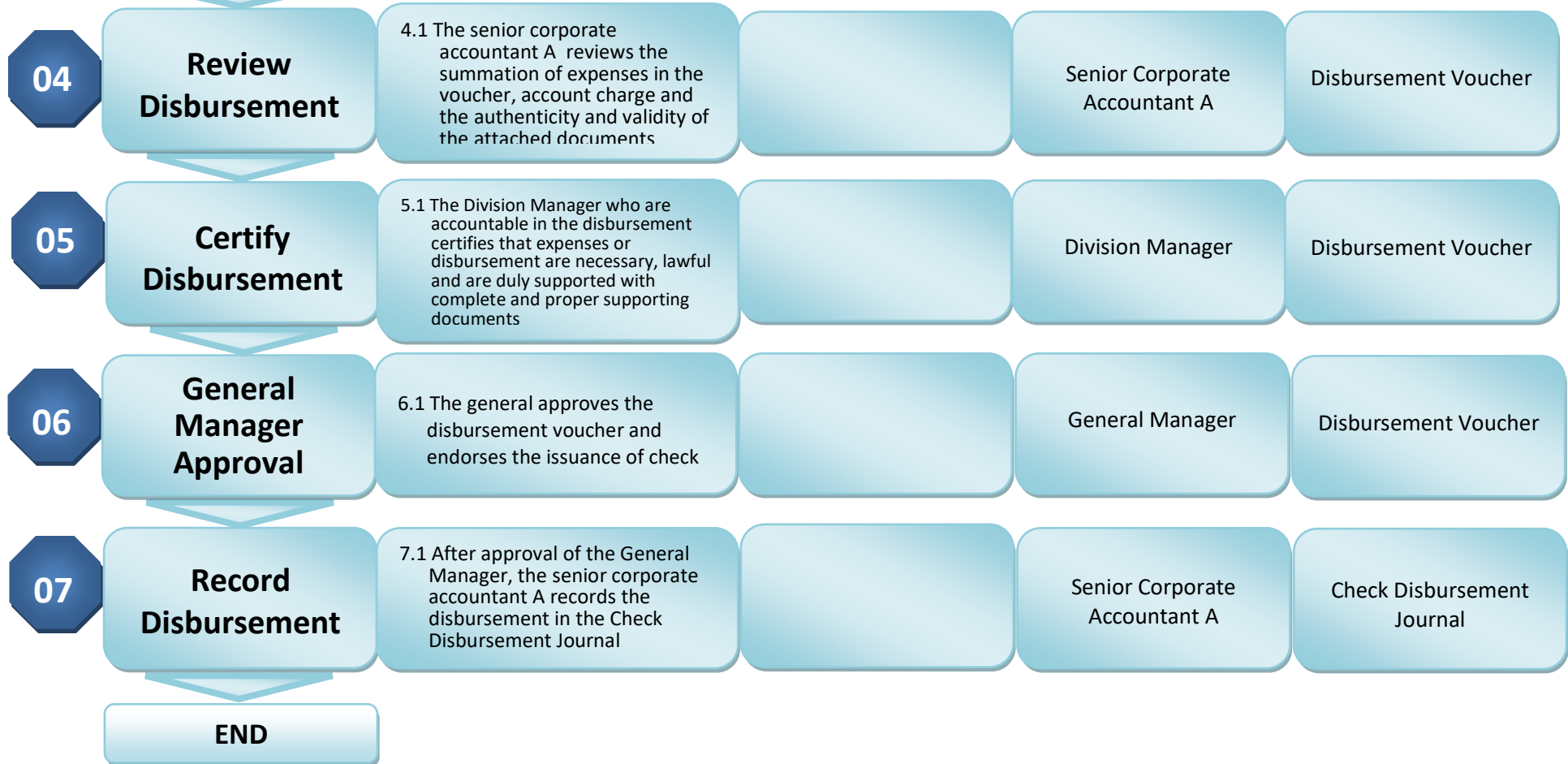


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DISBURSEMENT - PAYMENTS TO LOCAL SUPPLIERS

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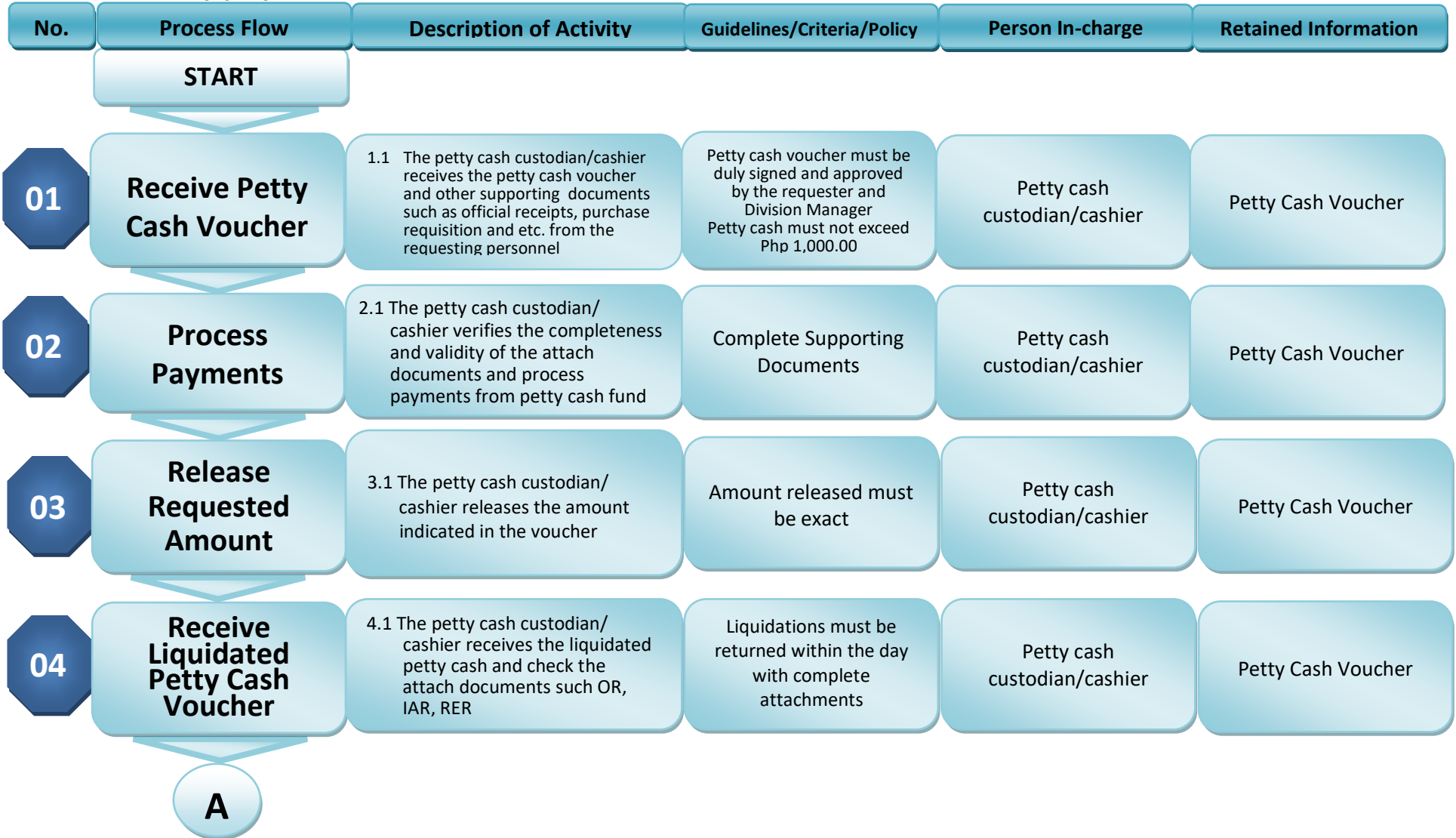


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DISBURSEMENT - PETTY CASH FUND

B. PETTY CASH FUND

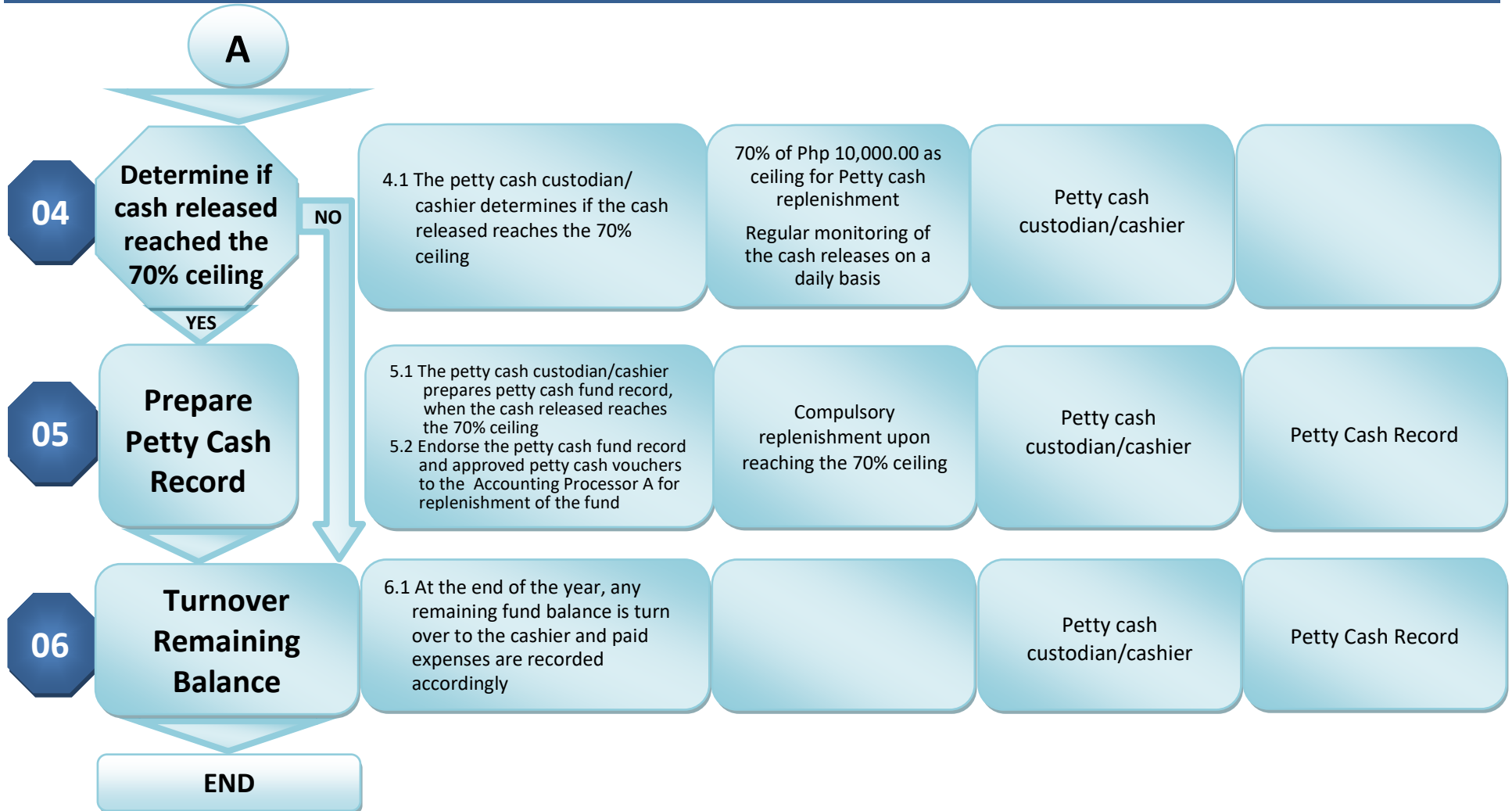




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DISBURSEMENT - PETTY CASH FUND



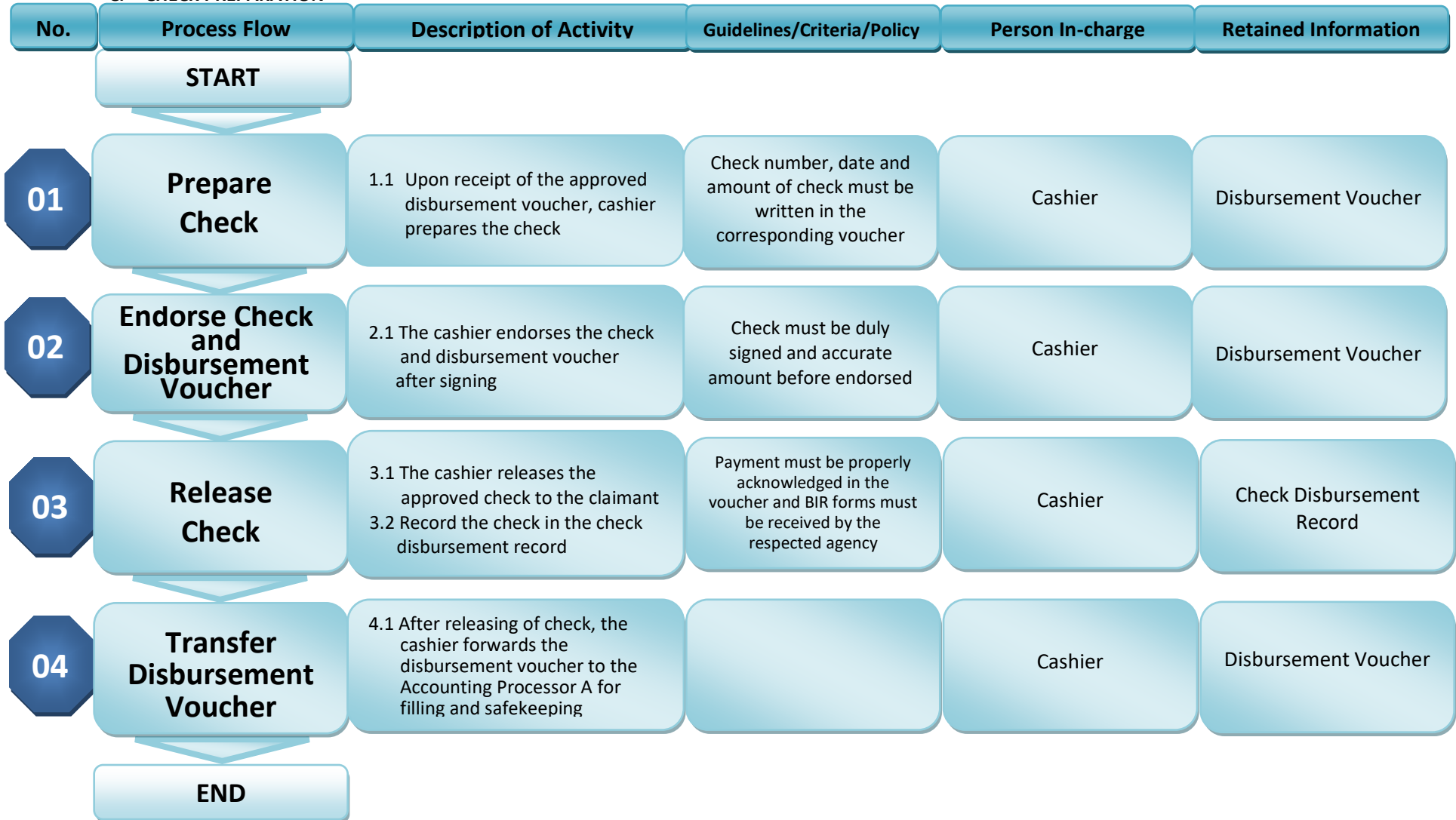


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DISBURSEMENT - CHECK PREPARATION

C. CHECK PREPARATION



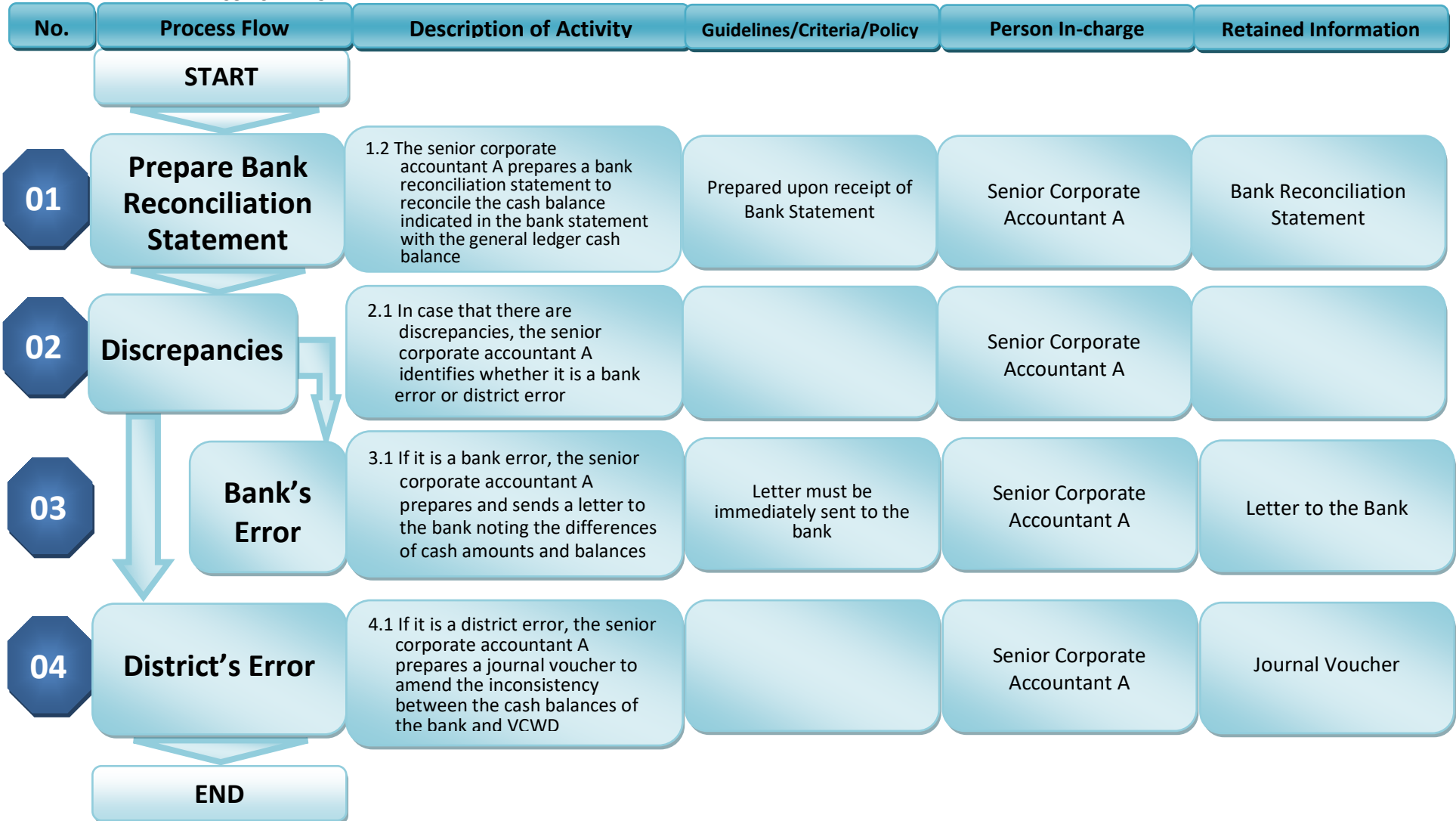


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DISBURSEMENT - BANK RECONCILIATION

D. BANK RECONCILIATION





VICTORIAS CITY WATER DISTRICT

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PAYROLL

Document No. : PM-FIN-04

Effectivity Date :

Revision No. :

Pages : 1 of 6

I. OBJECTIVE

This procedure describes the process of preparing the salaries and wages of regular, casual and job order employees of Victorias City Water District.

II. SCOPE

The scope involves the flow of paying the employees the equivalent amount of money to the work they performed and completed on weekly basis.

III. RESPONSIBILITY AND RESOURCES

Administration Service Assistant A
Senior Corporate Accountant A
Administrative Division Manager
General Manager
Accounting Processor A

VIII. DEFINITION OF TERMS

Payroll – total amount of salaries and wages including the overtime pay and under time deductions paid by the company to its employees.

Daily Time/Work Record – a sheet that summarize the total time of work rendered by each workers within the week.

Job Order – a temporary or emergency employee of the company for short duration and for a specific piece of work.

IX. REFERENCE DOCUMENTS

Labor Code of the Philippines
Civil Service Commission Guidelines

X. RECORDS GENERATED

Daily Time/Work Record
Payroll
Disbursement Voucher

Prepared by:

Approved by:

ALINA AGRAVIADOR

Process Owner

ENGR. ABRAHAM J. DE DIOS, JR.

General Manager



VICTORIAS CITY WATER DISTRICT

Procedures Manual

PAYROLL

XI. PROCEDURE DETAIL AND FLOW
 A. REGULAR AND CASUAL EMPLOYEES

No.	Process Flow	Description of Activity	Guidelines/Criteria/Policy	Person In-charge	Retained Information
	START				
01	Prepare Daily Time Record	1.1 The Administration Service Assistant A prepares the daily time record for regular and casual employees	Generated from Biometric System except for pump operators who used the bund clock system	Administration Service Assistant A	Daily Time Record
02	Determine Overtime and Under Time Deductions	2.1 In reference with the daily time record, the Administration Services Assistant A determines the overtime compensation and under time deductions and updates	Labor Code of the Philippines	Administration Service Assistant A	Daily Time Record
03	Prepare Memo	3.1 The administration services assistant A prepares a memo address to the accounting section when an employee has under time deduction	Memo must indicate the person who incurred days without pay due to absences and under time	Administration Service Assistant A	Daily Time Record
	A				



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04	Add Overtime Pay	4.1 When there is overtime compensation, the administration services assistant A appends the overtime pay in the daily time record	Overtime pay depends on the hourly rate of the employees multiplied to 1.25% during weekdays and 1.50% on weekends	Administration Service Assistant A	Daily Time Record
05	Forward Daily Time Record	5.1 After preparing the daily time record with under time deduction and overtime pay, the administration services assistant A forwards the daily time record	Forwarded within the day	Administration Service Assistant A	Daily Time Record
06	Prepare Payroll	6.1 The senior corporate accountant A prepares weekly payroll of regular and casual employees including the necessary deductions and overtime time pay	Prepared every 7 th , 15 th , 22 nd and 30 th day of the month	Senior Corporate Accountant	Payroll

B

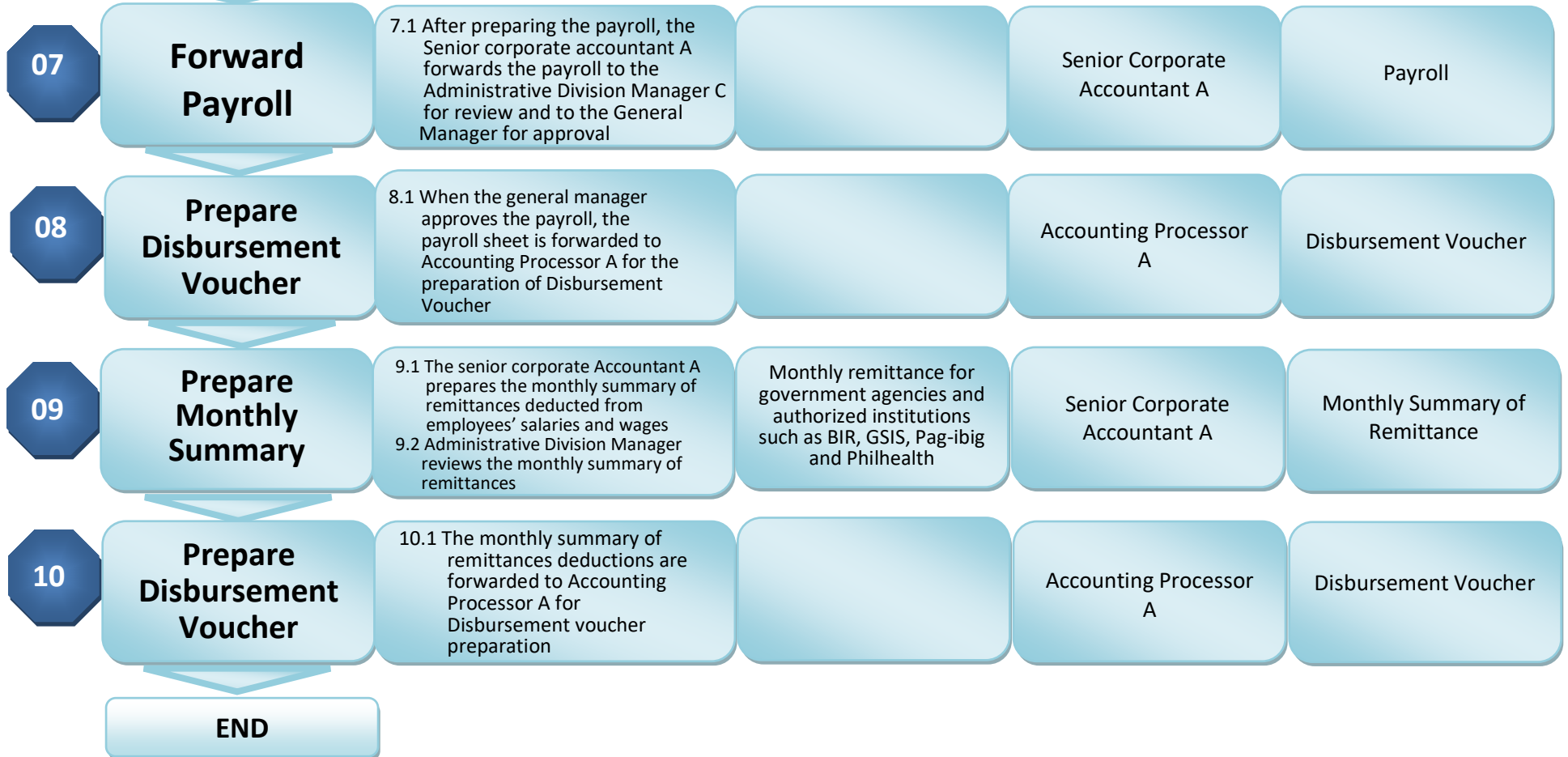


VICTORIAS CITY WATER DISTRICT

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PAYROLL

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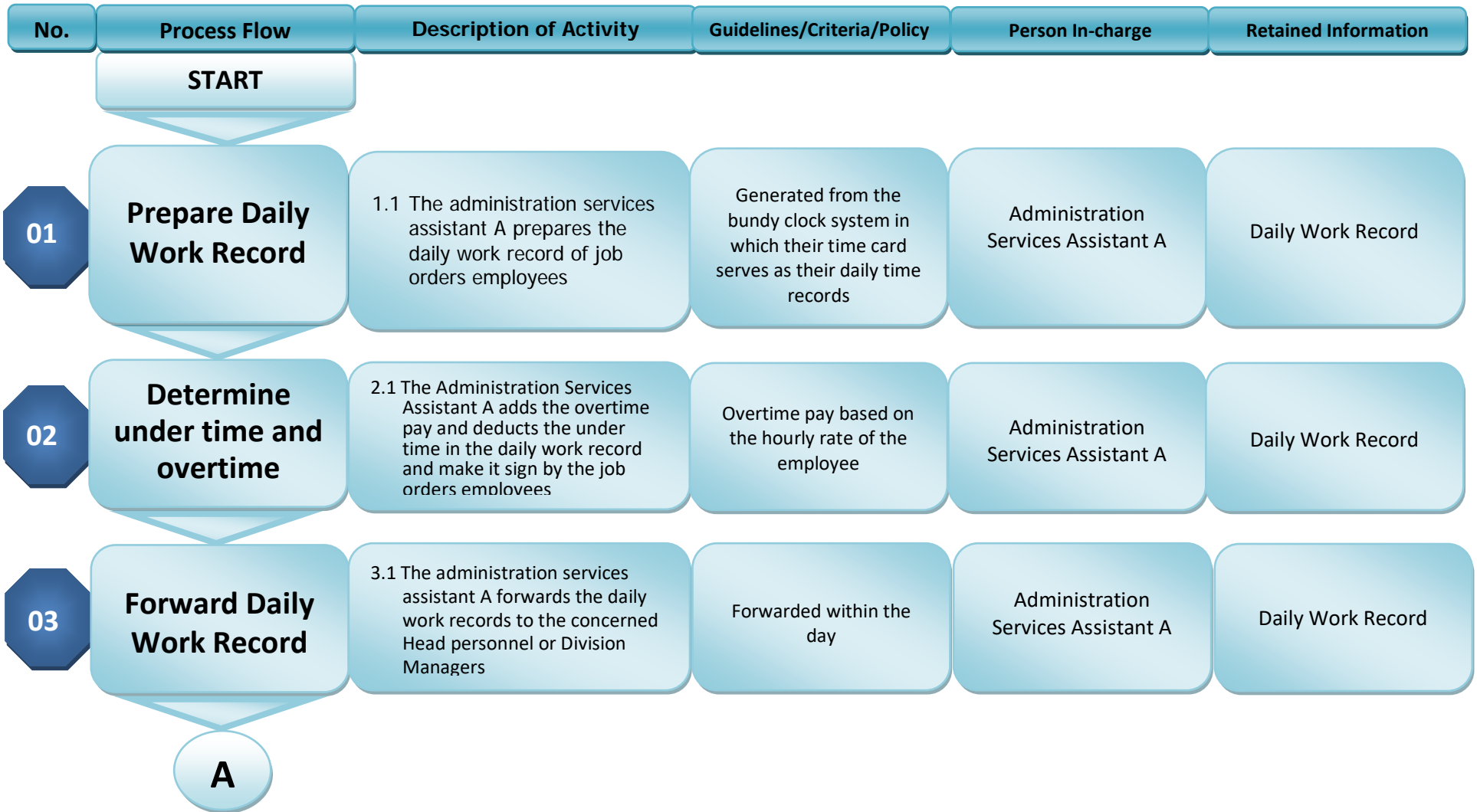


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PAYROLL

B. JOB ORDER PAYROLL



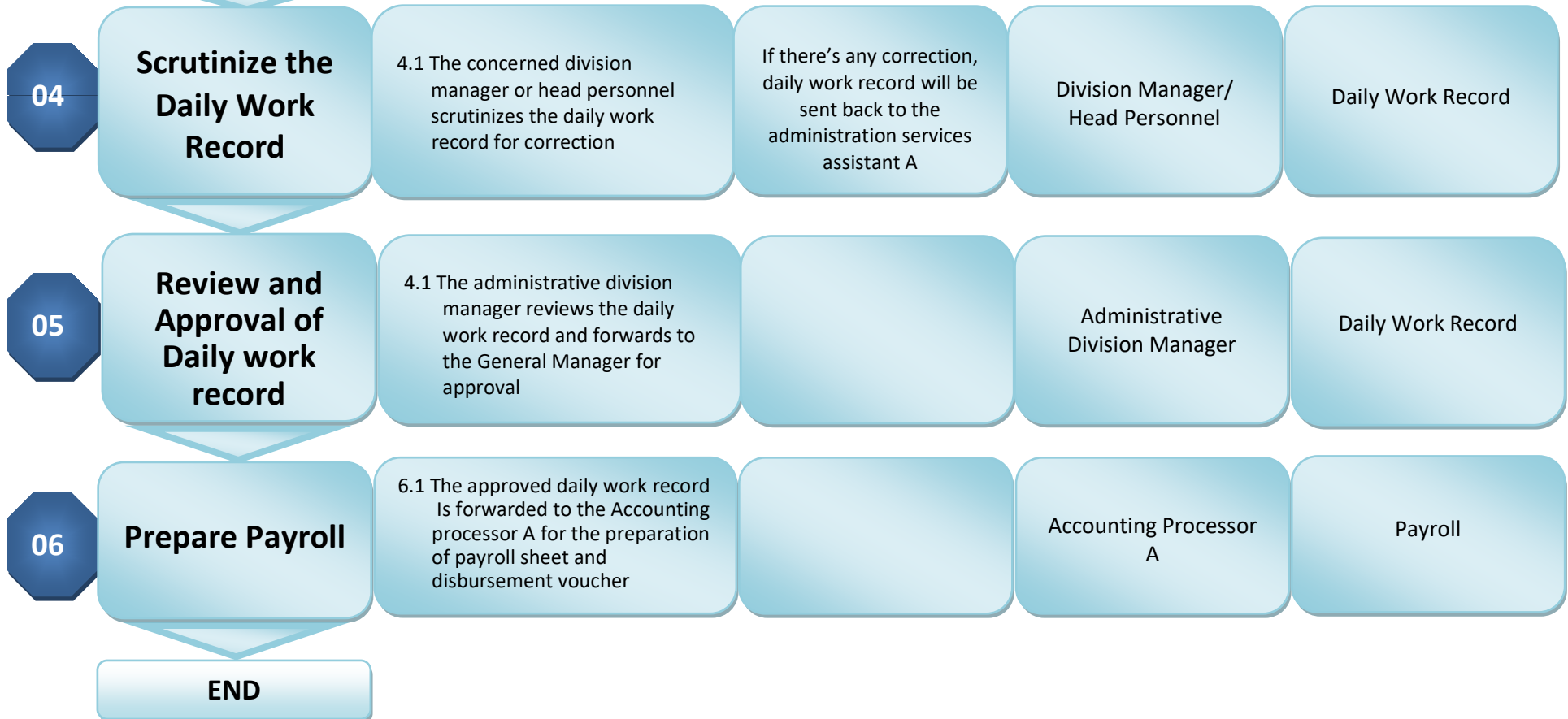


VICTORIAS CITY WATER DISTRICT

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PAYROLL

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VICTORIAS CITY WATER DISTRICT

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FINANCIAL STATEMENT AND DATA SHEET PREPARATION

Document No. : PM-FIN-05

Effectivity Date :

Revision No. :

Pages : 1 of 5

I. OBJECTIVE

This procedure describes the process of preparing the financial statement and data sheet on a monthly basis in conformance to the rules and regulations of COA and LWUA.

II. SCOPE

The scope involves the flow of preparing monthly balance sheet, income statement and statement of cash flow and ensuring that all entries are accurate and balance.

III. RESPONSIBILITY AND RESOURCES

Senior Corporate Accountant A
Administrative Division Manager
General Manager

IV. DEFINITION OF TERMS

Balance Sheet – a financial statement that summarizes the company’s asset, liabilities and shareholders’ equity in a specific period of time.

Billing Register – a book that contains the list of monthly billing summary, penalties and discounts.

Cash Receipt and Deposit Journal – a book that contains the record of cash deposits.

Journal Voucher Register – a book that contains the record of adjusting entries and bank reconciliations

Disbursement Register – a book that contains all the disbursement and its corresponding journal entries.

General Ledger – provides a complete record of all financial transactions over the life of the company.

Trial Balance – a worksheet where all the balances of the general ledger are compiled into debit and credit columns.

Financial Statement – a summary report of the financial status of the company which includes the balance sheet, income statement and statement of cash flow.

Income Statement – a financial statement that shows the revenues, operating and non-operating expenses and the net profit or loss of the company in a given period of time.

Statement of Cash Flow – a financial statements that provides an overview of cash flow from operating, investing and financing activities of the company over a specific period of time.

Monthly Data Sheet – a document that summarizes the data about a product or services of the company

V. REFERENCE DOCUMENTS

National Government Accounting Standards (NGAS)

Generally Accepted Accounting Principles (GAAP)

Commission of Audit (COA) Circulars

VI. RECORDS GENERATED

Journal Entry Vouchers

Disbursement Vouchers

Voucher Register

Cash Receipt Register

Journal Entry Vouchers

Billing Register

General Ledger

Trial Balance

Financial Statements

Prepared by:

Approved by:

ALINA AGRAVIADOR

Process Owner

ENGR. ABRAHAM J. DE DIOS, JR.

General Manager



VICTORIAS CITY WATER DISTRICT

Procedures Manual

FINANCIAL STATEMENT AND DATA SHEET PREPARATION

VII. PROCEDURE DETAILS AND FLOW

A. FINANCIAL STATEMENT

No.	Process Flow	Description of Activity	Guidelines/Criteria/Policy	Person In-charge	Retained Information
	START				
01	Record Journal Entries to the Registers	1.1 The senior corporate accountant A records the journal entries to the designated registers 1.2 The senior corporate accountant must maintain a Voucher Register, Cash Receipt Register, Journal Voucher Register, Billing Register and General Ledger	<ul style="list-style-type: none"> Journal Entries from the Journal Entry Vouchers and Disbursement Vouchers to the Journal, Cash Receipt Journal, & Journal Voucher Register Billing summary found in the Journal Entry Vouchers to the Billing Register Summarize recorded list of accounts in the Voucher Register, 	Senior Corporate Accountant A	Journal Entry Vouchers Disbursement Vouchers Voucher Register Cash Receipt Register Journal Entry Vouchers Billing Register General Ledger
02	Posting of Accounts to the General Ledger	2.1 The Senior Corporate Accountant A posts the summary of Voucher, Cash Receipt and Billing Register to the General Ledger 2.2 Generate a summary of balances of all accounts at the end of the month	Debit and Credit accounts must be equally balance Shall conduct a monthly reconciliation of accounts	Senior Corporate Accountant A	Voucher Register Summary Cash Receipt Register Summary Journal Voucher Register Summary General Ledger
03	Prepare Trial Balance	3.1 The senior corporate accountant A prepares a trial balance based on the summary of accounts found in the General Ledger	Debit and Credit Accounts must be balance and equal	Senior Corporate Accountant A	General Ledger Trial Balance
04	Prepare Financial Statement	4.1 The senior corporate accountant A prepares financial statements based the entries in the trial balance at the end of the month	Financial Statement includes Balance sheet, income statement and statement of cash flow	Senior Corporate Accountant A	Trial Balance Financial Statements

A

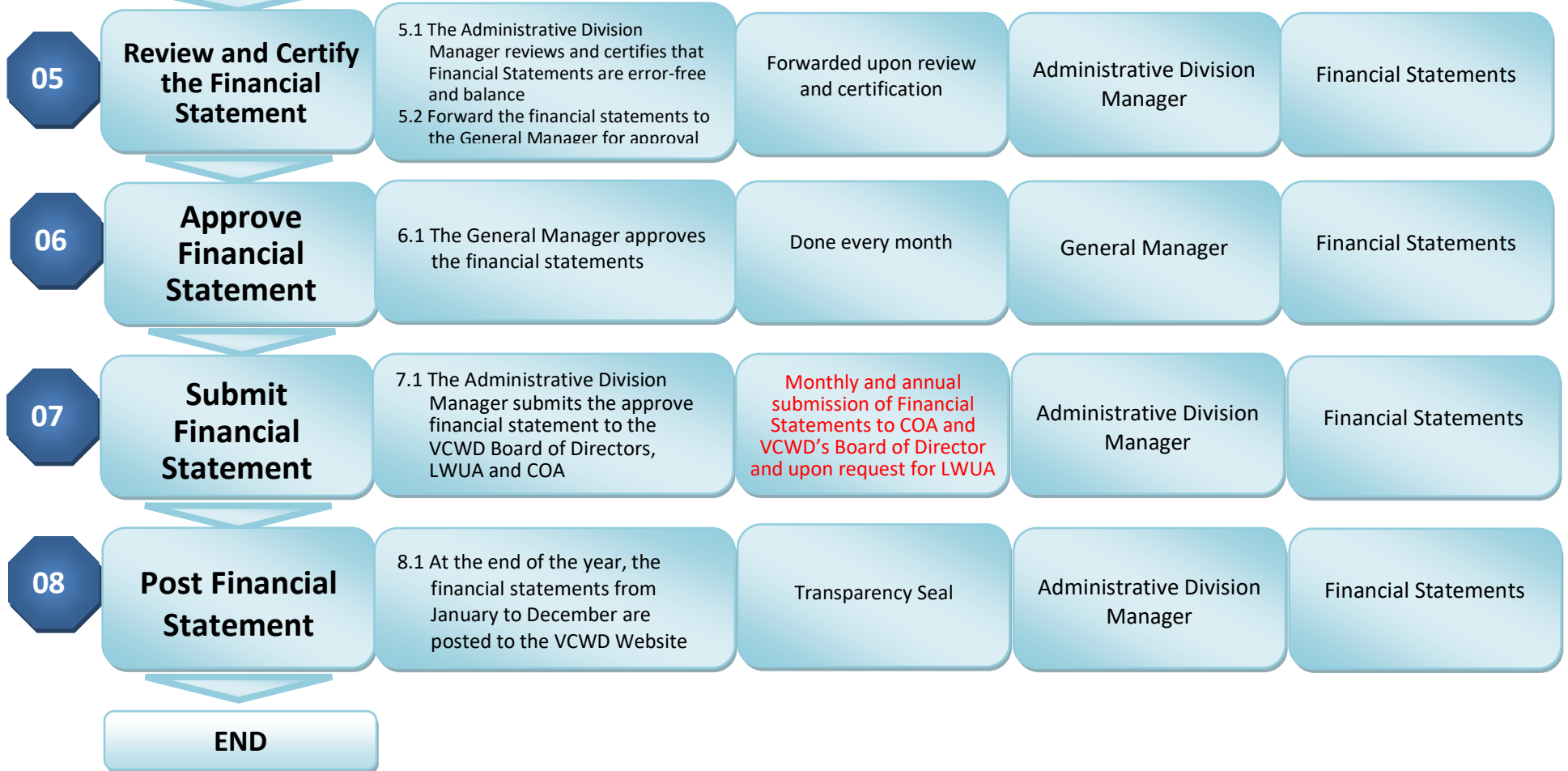


VICTORIAS CITY WATER DISTRICT

Procedures Manual

FINANCIAL STATEMENT AND DATA SHEET PREPARATION

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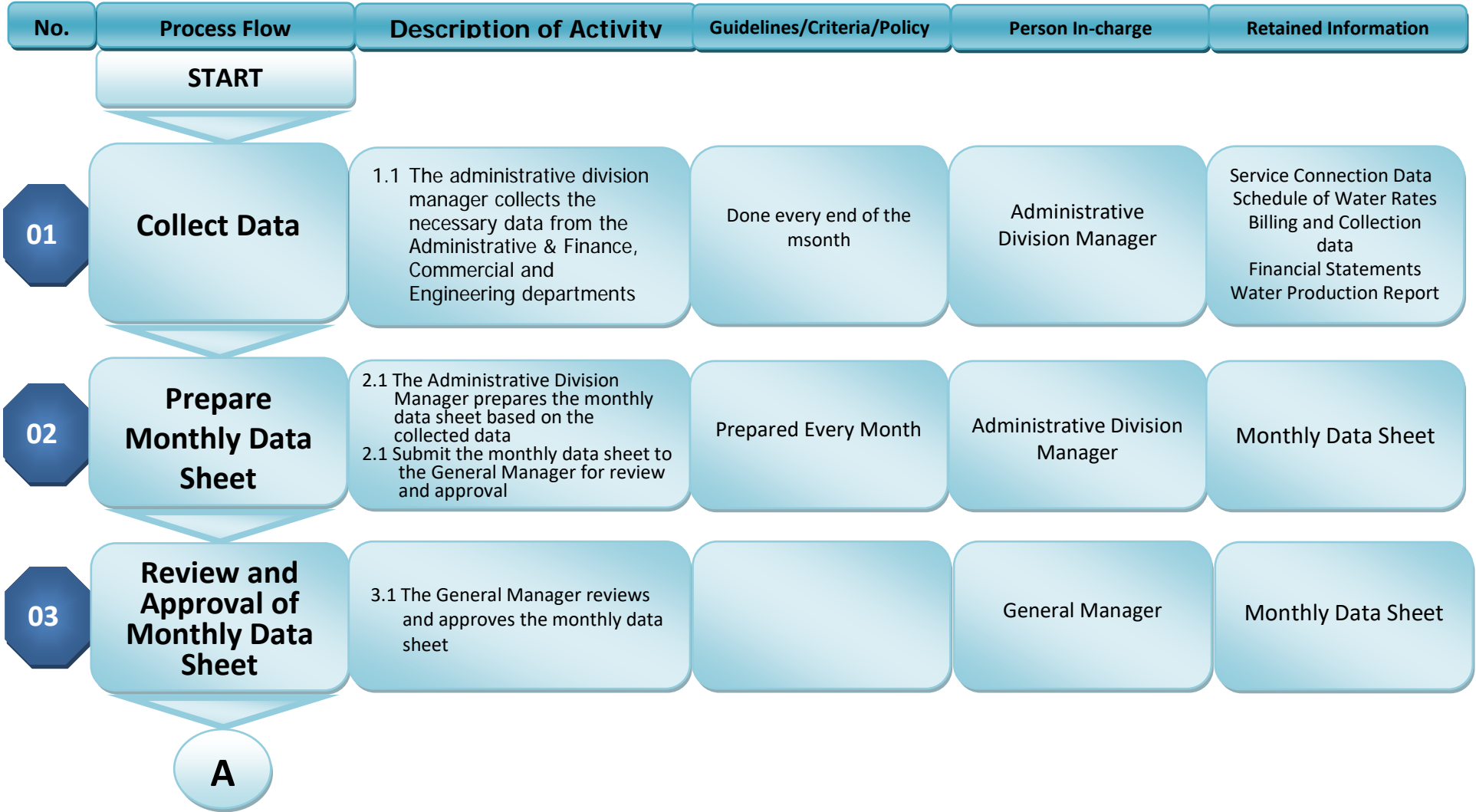


VICTORIAS CITY WATER DISTRICT

Procedures Manual

FINANCIAL STATEMENT AND DATA SHEET PREPARATION

A. MONTHLY DATA SHEET





VICTORIAS CITY WATER DISTRICT

Procedures Manual

FINANCIAL STATEMENT AND DATA SHEET PREPARATION

A

04

**Submit
Monthly Data
Sheet**

4.1 The Administrative Division Manager submits the approve monthly data sheet to the VCWD Board of Directors, LWUA and COA

Administrative
Division Manager

Monthly Data Sheet

05

**Post Monthly
Data Sheet**

5.1 At the end of the year, the data sheet from January to December are posted to the VCWD Website

Transparency Seal

Administrative
Division Manager

Monthly Data Sheet

END