

MONTHLY REPORT OF DISBURSEMENTS

Department : Department of Environment and Natural Resources
Agency : Department of Environment and Natural Resources
Operating Unit : DENR-CAR
Organizational Code (O/C) :
Funding Source Code (as dictated) : FUND 162 FORESTLAND MANAGEMENT PROJECT-FMP
(e.g. Old Fund Code: 101,102,131)

Table with columns for Department, Agency, Operating Unit, Organizational Code, and Funding Source Code. Rows include JANUARY DENR-CAR, FEBRUARY DENR-CAR, MARCH DENR-CAR, APRIL DENR-CAR, MAY DENR-CAR, JUNE DENR-CAR, JULY DENR-CAR, AUGUST DENR-CAR, SEPTEMBER DENR-CAR, OCTOBER DENR-CAR, NOVEMBER DENR-CAR, and DECEMBER DENR-CAR. Each row contains detailed financial data for various accounts and categories.

SUMMARY table with columns: Previous Report, This Month, As of Date, and Total Disbursements Program. Rows include Total Disbursements Received, Less: Notice of Transfer/Allocations (NTA) issued, Total Disbursements Available, and Balance of Disbursements Available as of date.

Certified Correct: ROSMAREP. DOMILAS, CPA
Approved: ENGR. RALPH C. PABLO, DPA, En. P
Regional Director

- 1. The Monthly Report of Disbursements (MRD) shall be:
a) Prepared indicating all authorized disbursements of the agency/OU by type and by allotment class, showing the totals by disbursement authority issued.
b) Certified Correct by the Chief Accountant/Head of Accounting Unit and approved by Head of Agency/Authorized Representative.
c) Submitted to the Department of Budget and Management (DBM) and OCA - Government Accountability Sector (GAS).
d) In submitting their reports to DBM, agencies and OCA under the coverage of DBM Central Office shall submit their reports directly to the Budget and Management Bureau (BMB) concerned. In the case how ever of DepEd, DPH, TEDSA, SUCs, CHED, their ROs and low level OUs shall submit their reports directly to the DBM RO concerned. It is understood that the low operating unit shall file its reports to its next higher level unit for consolidation and transmittal to their Central Office (CO). The CO of these departments/agencies shall submit the consolidated department/agency report to the DBM - BMB concerned.
2. Columns 1 to 28 shall reflect the following information:
Column 1 - type of disbursements authorized during the month covered by the report.
Column 2 to 6 - total disbursements made for obligations/expenditures incurred and charged against the current year budget i.e., allotments received during the year chargeable against the current year GAA
Column 7 to 17 - total disbursements made for obligations/expenditures incurred during the year but charged against prior year's budget (i.e., allotments received in the previous year which are still valid for obligation during current year as well as, allotment releases during the current year chargeable against prior year's GAA (i.e., agency regular budget and SPPs).
Column 18 - sub-total of Column 6 & 17 i.e., all disbursements for regular operating requirements.
Column 19 to 22 - total disbursements made for trust liabilities covered by E.O. 338 / DCF-BDM Joint Circular No. 1-97.
Column 23-27 - grand total, i.e., Columns 6, 17 & 22 for all types of disbursements by allotment class during the month covered by the report.
Column 28 - any additional information relevant to this report.
3. Summary of Total Disbursement Authority received and actual disbursements shall be indicated. List of disbursements authorities shall be presented on a separate sheet by Disbursement Authorities received indicating the number, date and amount.
4. Like also, the over or under spending shall be determined by deducting the actual disbursements from the disbursement program. The reasons for over or under spending and the catch-up plan shall be stated in the remarks.
5. Separate report shall be prepared for each Foreign-Assisted Project (Loan/Grant-Assisted Project) - FOR DELETION IN VIEW OF THE CLUSTERING OF FUNDING SOURCE CODE

(101, 102, 131)

INSTRUCTIONS