



## 11. Preparation of Municipal and Barangay Level Financial Statements

The preparation of the financial statements is made monthly and yearly and sometimes quarterly as requested by the national agencies and stakeholders.

<b>Office or Division</b>	Office of the Municipal Accountant			
<b>Classification</b>	Highly Technical			
<b>Type of Transaction</b>	G2G - Government to Government			
<b>Who May Avail</b>	Employees			
<b>CHECK LIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Trial balance		Office of the Municipal Accountant		
Balance sheet		Office of the Municipal Accountant		
Statement of income & expenses		Office of the Municipal Accountant		
Pre & Post Closing TB		Office of the Municipal Accountant		
Statement of Cash Flow		Office of the Municipal Accountant		
Notes to Financial Statements		Office of the Municipal Accountant		
Statement of MGMT Responsibility		Office of the Municipal Accountant		
Consolidated Statements		Office of the Municipal Accountant		
Statement of Government Equity		Office of the Municipal Accountant		
<b>Client Steps</b>	<b>Agency Action</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Local Government Unit of Midsayap Financial Statement  2. Barangays of Municipality of Midsayap	1. Prepared and print financial reports by funds detailed and condense, Pre and Post Closing reports for finalization	None	17 Days	<i>Municipal Accountant Administrative Assistant I Office of the Municipal Accountant</i>
	1.1. Prepared and print Financial reports of 57 barangays condense, Pre and Post Closing reports for finalization	None	17 Days	<i>Administrative Assistant I Administrative Aide II Administrative Aide I Staff In Charge Office of the Municipal Accountant</i>
	1.2. Submit Financial reports to the Office of the Provincial Auditor, GAFMIS, Manila & Office concerned	None	10 Minutes	<i>Staff In Charge Office of the Municipal Accountant</i>
	<b>TOTAL:</b>	<b>None</b>	<b>34 Days and 10 Minutes</b>	