



#### 4. Pre-Auditing and Recording of Collections and Deposits

The said process is required before recording the details in the Accounting System. The official receipts and deposit slips is thoroughly reviewed to vouch with the attached summary of collections and deposits.

<b>Office or Division</b>	Office of the Municipal Accountant			
<b>Classification</b>	Simple			
<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>		
All accountable form		Office of the Municipal Treasurer		
Journal Entry Voucher		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. Forward collection Report, Official Receipts and deposit slips at the accounting information desk	1. Receive and record collection report, Official Receipts and deposit slips for transaction number	None	5 Minutes	<i>Staff In Charge</i> Office of the Municipal Accountant
	1.1. Submit to the Admin. Division for pre-audit and to take up Journal Entries	None	2 Minutes	<i>Staff In Charge</i> Office of the Municipal Accountant
	1.2. Pre-audit and preparation of Journal Entry Voucher Collection	None	5 Minutes	<i>Administrative Assistant I</i> Office of the Municipal Accountant
	1.3. Review & Approval of JEV	None	3 Minute	<i>Municipal Accountant</i> Office of the Municipal Accountant
	1.4. Segregation of receipts for submission to COA Office at Amas, Kidapawan City	None	5 Minutes	<i>Administrative Aide I</i> Office of the Municipal Accountant
<b>TOTAL:</b>		<b>None</b>	<b>20 Minutes</b>	