



Republic of the Philippines
Department of Education
REGION CAR
SCHOOL DIVISION OF MOUNTAIN PROVINCE

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DIVISION MEMORANDUM

NO. 164, S. 2020

To: School Heads of Non-Implementing Units
All Finance Personnel

From: *FM* **FEDERICO P. MARTIN, EdD, CEd, CESO V**
Schools Division Superintendent

Date: October 23, 2020

Subject: **DIVISION 3RD QUARTER RECONCILIATION OF BOOKS FOR CY 2020**

DEP-ED Mt. Province
OFFICE OF THE SCHOOLS DIVISION
SUPERINTENDENT
RELEASED
OCT 23 2020

1. It is important that all expenses incurred during the current year are recorded accurately in the books of accounts. The transactions for cash advances downloaded to the schools and their respective liquidations are very material. Any misstatement will affect the reliability of the financial statements that may lead to wrong management decisions and may cause the issuance of an adverse audit opinion.

2. In preparation for the year-end closing of books, the following activities will be conducted:

<i>Date</i>	<i>Activities</i>	<i>Persons In Charge</i>
<i>October 28 – 30, 2020</i>	<i>Submission of liquidation documents to the ADAS II and ADAS III</i>	<i>>School Heads >ADAS II & ADAS III</i>
<i>November 3, 2020</i>	<i>Preparation of financial reports</i>	<i>>ADAS II & ADAS III</i>
<i>November 4 – 6, 2020</i>	<i>Submission of financial reports to the accounting unit</i>	<i>>Accountant >Accounting staff at the DO >ADAS II & ADAS III per district (per schedule)</i>

3. The financial reports to be submitted are as follows:
 - Trial Balance
 - Cash Disbursement Journal (CDJ)
 - General Journal (with attachment)
 - Status of MOOE Downloading and Liquidation
 - Monitoring of Cash Advances
 - Bank Reconciliation Statement
 - Status of Due to BIR
 - Subsidiary Ledgers
4. Liquidation documents will be submitted to the COA office **AFTER** the reconciliation of books.
5. Traveling expenses and DTE of participants on shall be charged to Division funds subject to budgeting, accounting and auditing rules and regulations
6. For compliance.