

MUNICIPAL TREASURY OFFICE
Annual Accomplishment Report
CY 2011

I. BRIEF DESCRIPTION OF THE OFFICE / FUNCTIONS / OBJECTIVES

The Municipal Treasury Office is headed by the Municipal Treasurer and assisted by the Assistant Municipal Treasurer (now vacant). It is complimented with thirteen (13) permanent personnel with one vacant position as of December, 2011, with one detailed personnel from Mayor's Office. Two sub-offices are being maintained, one in Antamok Tram, Barangay Ucab with 2 staff assigned and one in Philex Mines, Barangay Ampucao, with 1 staff assigned as Revenue Collector.

The office as the financial arm of the Municipal Government takes custody and exercises proper management of all funds. It performs multi-functions which includes among others, collection of taxes, fees and charges in accordance with the Municipal Revenue Code of 2002 other pertinent revenue measures / laws.

It maintains and updates tax records of registered tax payers and prepares reports needed by authorities concerned. It also inspects private commercial and industrial establishments in relation to the implementation of tax ordinances.

Foremost, the office aims to increase collection of revenues over the total estimated income for the budget year. Thus, strives to improve the tax information system of the Municipality and recommends measures to enhance revenue collections.

The office also takes charge in the disbursement of municipal funds and such other funds the custody of which maybe entrusted to the office by law or other authority.

It further provides fiscal advice to the Municipal Mayor, Sangguniang Bayan Members, municipal, barangay and national officials concerned regarding the disposition of municipal funds and other matters related to public finance.

In addition to its main functions, the office takes custody of and be accountable for all properties, real or personal owned by the Municipality and those granted to it in the form of donation, reparation, assistance and counterpart or joint projects.

The Treasury office has a total appropriation of Five million nine hundred fifty eight thousand seventy four pesos (₱ 4,958,074.00), with a total obligation Four million two hundred thirty nine thousand two hundred five pesos & 19/100. (₱4,239,205.19). At the end of the year, the Treasury office contributed a total savings of P718,868.81. Details shown below:

	APPROPRIATION	EXPENDITURES	BALANCES
Personal Services	4,127,474.00	3,577,933.49	549,540.51
Maintenances & other operating expenses	830,600.00	661,271.70	169,328.30
Capital Outlay			
TOTAL	4,958,074.00	4,239,205.19	718,868.81

II. PLANS AND ACCOMPLISHMENTS FOR CY 2011

A. REVENUES/RECEIPTS

For CY 2011, the total income vis a vis the estimate under the General Fund is broken down as follows:

STATEMENT OF INCOME General Fund 2011

	ESTIMATES 2011	COLLECTIONS 2011	OVER/UNDER COLLECTION	COLLECTIONS 2010	INCREASE/ DECREASE
GENERAL FUND					
A. TAX REVENUES					
1. REAL PROPERTY TAX	5,000,000.00	3,629,429.16	(1,370,570.84)	3,951,980.65	(322,551.49)
2. BUSINESS TAX ₱	2,970,000.00	7,059,043.07	4,089,043.07	2,770,960.41	4,288,082.66
3. OTHER TAXES	1,000,000.00	1,085,326.35	85,326.35	985,876.84	99,449.51
4. SHARE FROM NATIONAL TAX COLLECTIONS					
a. Internal Revenue Allotment					
- Current 80% IRA	70,262,481.00	76,002,832.00	5,740,351.00	87,828,131.00	5,740,351.00
- 20% IRA	17,565,650.00	17,565,650.00	-		
- Prior year Unprogrammed		875,247.00	875,247.00	875,247.00	-
b. Share from National Wealth Tax					
- Mining Operators	20,000,000.00	22,133,905.00	2,133,905.00	9,091,527.00	13,042,378.00
- Binga (SNAPB)	7,900,000.00	9,114,502.56	1,214,502.56	3,427,950.44	5,686,552.12
- Hedcor		929,181.47	929,181.47		929,181.47
- SRPC/PSALM	14,000,000.00	468,661.65	(13,531,338.35)	16,207,486.40	(15,738,824.75)
- VAT				77,513.00	(77,513.00)
5. Extra Ordinary Grants & Donations		518,011.05	518,011.05		518,011.05
TOTAL TAX REVENUE ₱	138,698,131.00	139,381,789.31	683,658.31	125,216,672.74	14,165,116.57
B. NON-TAX REVENUES					
1. REGULATORY FEES	2,478,500.00	1,878,749.75	(599,750.25)	1,556,038.96	322,710.79
2. SERVICE/USER CHARGES	1,462,000.00	601,110.25	(860,889.75)	862,927.00	(261,816.75)
3. OTHER RECEIPTS	2,410,000.00	2,221,627.21	(188,372.79)	2,452,858.94	(231,231.73)
TOTAL NON-TAX REVENUE ₱	6,350,500.00	4,701,487.21	(1,649,012.79)	4,871,824.90	(170,337.69)
ADD: Increase in 20% IRA		1,435,081.00			
Beginning Bal. G.F.	951,369.00	951,369.00			
GRAND TOTAL GEN. FUND	146,000,000.00	146,469,726.52	469,726.52	130,088,497.64	16,381,228.88

SPECIAL EDUCATION FUND

Special Education Tax

	ESTIMATES 2011	COLLECTION 2011	OVER/UNDER COLLECTION	COLLECTIONS 2010	INCREASE/ DECREASE
Current Year	4,634,850.69	4,160,287.66	(474,563.03)	4,111,594.36	48,693.30
Fines & Penalties - CY		7,259.68	7,259.68	36,556.12	(29,296.44)
Prior Year		262,672.83	262,672.83	550,388.30	(287,715.47)
Fines & Penalties		106,566.19	106,566.19	240,710.07	(134,143.88)
SUB-TOTAL	4,634,850.69	4,536,786.35	(98,064.35)	4,939,248.85	(402,462.50)
Other Receipts					
Interest		15,167.76	15,167.76	28,884.14	(13,716.38)
SUB-TOTAL		15,167.76	15,167.76	28,884.14	(13,716.38)
TOTAL SEF INCOME	4,634,850.69	4,551,954.11	(82,896.59)	4,968,132.99	(416,178.88)
Supplemental Budget #01	136,121.28	136,121.28			
Supplemental Budget #02	404,139.72	404,139.72			
GRAND TOTAL	5,175,111.69	5,092,215.11	(82,896.56)		

B. DISBURSEMENTS/EXPENDITURES

As custodian and manager of LGU funds and such other funds entrusted by law or competent authority, this office had in its custody and in accordance with existing rules and regulations disbursed funds as follows:

1) CASH IN VAULT

FUND	Beginning Balance (1/1/2011)	Collections/ Receipts	Disbursements/ Deposits	Balance
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GENERAL FUND	₱	61,233.85	54,617,596.65	54,408,054.40	270,776.25
SPECIAL EDUCATION FUND			4,662,060.86	4,647,908.91	14,151.95
TRUST FUND					
- Regular			3,309,911.42	3,309,911.42	-0-
- Siltation Steering Committee (SSC)					
- TEEP					
20% Dev't. Fund			30,712,892.17	27,092,529.82	3,620,362.35
TOTAL	₱	61,233.85	93,302,461.10	89,458,404.55	3,905,290.55

2) CASH WITH DISBURSING OFFICER

FUND	Beginning Balance(1/1/11)	Cash /Advances	Disbursements/ Deposits	Balance	
General Fund				5,941.27	
- Regular	₱	61,457,979.12	61,452,037.85		
- Petty Cash	100,000.00	2,036,683.79	2,036,683.79	100,000.00	
SEF					
Trust Fund					
- Regular		169,179.35	166,939.35	2,240.00	
- Siltation Steering Committee					
20% Dev't. Fund		446,537.00	446,537.00	-0-	
TOTAL	₱	100,000.00	64,110,379.26	64,102,197.99	108,181.27

2). CASH IN BANK – Current Account

FUND/BANK	Beginning (1/1/11)	Balance	Deposits/ Collection	Disbursements/ Expenditures	Balance
GENERAL FUND					
- DBP	₱	16,242,319.44	238,653,712.43	203,169,277.27	51,726,754.60
- LBP		3,161,981.42	13,449,822.72	61,800.00	16,550,004.14
SEF - DBP		4,032,728.99	5,670,559.86	7,152,522.06	2,550,766.79
TRUST FUND					
Regular - DBP		1,369,552.32	3,379,705.96	45,000.00	4,704,258.28
SSC - DBP		595,929.69	3,818,748.46	1,453,112.04	2,961,566.11
20% Dev't. Fund					
- LBP		11,695,119.83	37,698,102.12	22,167,272.02	27,225,949.93
TOTAL	₱	37,097,631.69	302,670,651.55	234,048,983.39	105,719,299.85

3) CASH IN BANK – Time Deposit

FUND/BANK	Beginning Balance(1/1/11)	Deposits/ Collection	Disbursements/ Expenditures	Balance
GENERAL FUND				
DBP 0510-012707-160		9,250,718.15	80,943.78	9,331,661.93
DBP 0510-004349-160		5,823,845.80	60,847.99	5,884,693.79
		6,916,965.56	177,548.11	7,094,513.67
DBP 0510-026524-160		10,039,111.11	140,989.54	10,180,100.65
TOTAL	₱	32,030,640.62	460,329.42	32,490,970.04

III. PROGRAMS

A. Tax Collection Enforcement Plan

Along with this program, this office conducted tax campaign within the different barangays of the municipality with the participation of provincial, municipal and barangay officials with the following activities:

1. Preparation and distribution of individual notices of RPT and Business Tax delinquencies.
2. Inspection of Books of Accounts of business establishments and collection.
3. Collection of RPT, other taxes, fees and charges
4. Tax information/education

IV. PROBLEMS ENCOUNTERED

1. Delinquent tax payers cannot be located due to insufficient address.
2. Tax campaign ineffective due to poor coordination with the different offices/barangay officials and lack of mobility.
3. Non-release of the LGU-Share from the National Wealth Tax Share on the operation of San Roque Power Plant.

V. RECOMMENDATION/S

1. Support from the concerned offices to install effective tax information system and tax mapping in the municipality.
2. Enforce administrative remedies in collecting delinquent taxes.
3. Participation during the Municipyo sa Barangay or Barangay General Assembly to achieve best results in the information drive of the Municipality.
4. House to house information drives per barangay.

Computerization of business and real property units.