

SUBJECT: GUIDELINES IN THE UTILIZATION, ACCOUNTING AND AUDITING OF THE FUNDS RELEASED TO NBDB-ACCREDITED CIVIL SOCIETY ORGANIZATIONS, GOVERNMENT AGENCIES AND INDIVIDUALS (CGI)

I. OBJECTIVE

To provide the CGIs guidelines on the utilization, accounting and reporting of the funds released by the NBDB.

II. GUIDELINES

1. The CGI was selected by the NBDB in accordance with the NBDB Guidelines and such other applicable rules and regulations.
2. NBDB funds granted to the CGIs shall retain their character as public funds.
3. The funds shall be released in accordance with the DBM Guidelines, and NBDB disbursement.
4. Goods and services amounting to more than ₱50,000.00 shall be procured by conducting simple canvass/quotation.
5. NBDB shall monitor the implementation of the project.
6. NBDB shall be given access to financial records and reports for review and verification..
7. The NBDB resident auditor of the Commission on Audit (COA) may conduct a visitorial audit.
8. In case of the dissolution/abolition/death of the CGI, respectively, voluntary or involuntarily, the project may be completed by its assigns or by NBDB, without prejudice to applicable laws.
9. Unutilized amounts for the project shall be returned to NBDB, including interests, if any.

III. ACCOUNTING AND REPORTING

1. Financial and accounting records must be maintained by CGI, in accordance with existing accounting rules and regulations.
2. The CGI shall submit Liquidation Report (*Annex A*), certified by the Accountant/Treasurer/Bookkeeper, approved by the Executive Director of his/her authorized representative. This shall be verified by the internal auditor of the NBDB.

To be included in the FUR, is the equity or counterpart funding equivalent to 20% of the total project cost, which maybe in the form of labor, land for the project site, facilities, equipment and the like to be used in the project.

The following are the documentary requirements attached to the Liquidation Report:

1. Traveling Expenses
 - a. Office Order
 - b. Actual Itinerary of Travel, Certificate of Travel Completed, Accomplishment Report
 - c. Boat, bus, grab or taxi receipts
 - d. If a private vehicle is used, no reimbursement of the cost of the gasoline and fuel shall be allowed. However, he is entitled to the equivalent cost of the customary mode of transportation upon submission of a Reimbursement Expense Receipt.
2. Airfare
 - a. Office Order/Certification on the authority of the passengers
 - b. Plane Tickets/ electronic tickets
 - c. Boarding Passes/electronic boarding passes
 - d. Official Receipt/eReceipt

- e. Certificate of Appearance/Attendance
- 3. Supplies, Materials, Kits
 - a. Official Receipt or Sales Invoice
 - b. Distribution List/Acknowledgement
- 4. Honoraria
 - a. Approved Contract
 - b. Official Receipt/Acknowledgement Receipt/Deposit Slip/Payroll
 - c. Accomplishment Report
 - d. Certificate of Services Rendered
- e. Profile
- f. BIR Form 0619E or 1601EQ for the remittance of taxes withheld
- 5. Venue and Equipment Rentals
 - a. Approved Contract
 - b. Official Receipt/Acknowledgement Receipt
- 6. Van rentals
 - a. Approved Contract
 - b. Official Receipt/Acknowledgement Receipt
- 7. Food during meetings (physical)
 - a. Official Receipt
 - b. Attendance Sheet
 - c. Agenda
- 8. Food during performances/conference (physical)
 - a. Approved Contract
 - b. Official Receipt
 - c. Delivery Receipt
 - d. Attendance Sheet/certification on actual number of attendees
- 9. Communication
 - a. Official Receipt
- 10. Accommodation
 - a. Official Receipt
 - b. Office Order
 - c. Certificate of Appearance/Attendance

Note:

1. All documents, such as official receipts, billing statements, contracts, invoices and others forms, shall be in the name of the NGO/PO.
2. In cases wherein the payee is not a business entity required by the Bureau of Internal Revenue to issue official receipt, any evidence of receipt of payment (RER, AR, VR) may be accepted, provided the minimum data content are as follows:
 - a. Date of payment
 - b. Complete name and signature of the payee
 - c. Complete address and contact number of the payee
 - d. Purpose of the payment
 - e. Amount of the payment received
3. An electronic receipt may be acceptable as evidence of receipt of payment only if the following conditions are met:
 - a. The electronic document or record has remained complete and unaltered
 - b. The electronic document is reliable
 - c. There is reliable assurance as to the integrity of the documents from time it was first generated in its final form, and
 - d. The document is capable of being displayed to the person to whom it is to be presented
4. A certification or affidavit of loss shall not be considered as appropriate replacement for lost bills and receipts.

5. For procurement of goods and services amounting to more than P50,000.00, at least three (3) quotations shall be attached.

IV. LIMITATIONS

No portion of the funds granted to the CGI shall be used for any purpose other than the aforementioned items.

V. RESPONSIBILITY OF THE COA

1. The resident COA Auditor of the NBDB shall undertake the audit of the funds granted.
2. The Audit team, based on the results of the audit, shall issue an Audit Observation Memorandum, Notice of Suspension/Disallowance/Charge to concerned parties, if any.
3. The results of the audit shall be included in the appropriate report, if warranted.

VI. EFFECTIVITY

These guidelines shall take effect immediately upon signing until revoked, amended or superseded accordingly.

Prepared by:	
ALDA MAE M. MURILLO Administrative Officer V (Budget Officer)	RAISSA MARIE M. NOBLE Accountant III
Recommending Approval:	
RYAN A. ESTEBAN Director I / OIC-Deputy Executive Director	FLORDELIZ A. ABIAD Supervising Administrative Officer
Approved by:	
CHARISSE AQUINO-TUGADE Executive Director III	