

CLUSTER TRAINING FOR THE PROVINCIAL ROLL-OUT OF LGU INTEGRATED FINANCIAL TOOLS (LIFT)

Bayview Park
Hotel Manila





DEPARTMENT OF FINANCE
BUREAU OF LOCAL GOVERNMENT FINANCE

Authorized Budget



www.blgf.gov.ph



Authorized Budget

Budget Appropriation (Budget Officer)

Income Target (Treasury)

Authorized Budget: Income Target



- Authorized Budget
- Income Target**
- Real Property Tax
- General Collections
- Budget Appropriation
- Expenditures
- Debt Services

Real Property Tax

Authorized Budget / Income Target / Real Property Tax

Search by Year (YYYY) Search

Year	Basic Tax	Special Education Fund	Grand Total	Actions
2012	1,000,000.00	1,100,000.00	2,100,000.00	<input type="button" value="edit"/> <input type="button" value="delete"/>
2008	2,375,000.00	1,725,000.00	4,100,000.00	<input type="button" value="edit"/> <input type="button" value="delete"/>

Real Property Tax

Year: 2008

Use Totals Only:

	Basic Tax	Special Educational Fund
Current Year Gross Amt	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
Prior Year/s	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
Penalties		
Current	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
Prior Years	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
Total	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
Grand Total	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>

Message Box

The record was successfully saved.

Treasurer Encoder





- Authorized Budget
- Income Target
- Real Property Tax

1. Click Authorized Budget > Income Target > Real Property Tax.
2. Click Add Record.
3. Select Year.
4. Select No in Use Totals Only
5. Enter Current Year Gross Amt.
6. Enter Prior Year/s.
7. Enter Penalties Current.
8. Enter Penalties Prior Year/s.
9. Click Save.
10. Click OK.

Real Property Tax

Authorized Budget / Income Target / Real Property Tax

Search by Year (YYYY)

Year	Basic Tax	Special Education Fund	Grand Total	Actions
2012	1,000,000.00	1,100,000.00	2,100,000.00	 
2008	2,375,000.00	1,725,000.00	4,100,000.00	 

1-2 of 2

Real Property Tax

Year *


Use Totals Only Yes

	Basic Tax	Special Educational Fund
Current Year Gross Amt	<input type="text"/>	<input type="text"/>
Prior Year/s	<input type="text"/>	<input type="text"/>
Penalties	<input type="text"/>	<input type="text"/>
Current	<input type="text"/>	<input type="text"/>
Prior Years	<input type="text"/>	<input type="text"/>
Total	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
Grand Total	<input type="text" value="0.00"/>	<input type="text"/>

Message Box

The record was successfully saved.

Treasurer Encoder

-  Authorized Budget
- Income Target
- Real Property Tax

1. Click Authorized Budget > Income Target > Real Property Tax.
2. Click Add Record.
3. Select Year
4. Select *Yes* in Use Totals Only.
5. Enter Total.
6. Click Save.

General Collections

Authorized Budget / Income Target / General Collections

Search by Year (YYYY)

Search

Fetch More



Year	Collection Type	Total Amount	Actions
2008	TAX ON BUSINESS	1,615,650.00	
2008	OTHER TAXES	550,000.00	

General Collections

Delete

Save

Year *

Collection Type *

Use Totals Only No

Total Amount

PARTICULARS

AMOUNT

Amusement Tax

BUSINESS TAX

Manufacturers, Assemblers, etc.

Treasurer Encoder

Authorized Budget

Income Target

General Collections

1. Click **Authorized Budget** > **Income Target** > **General Collection**.
 2. Click **Add Record**.
 3. Select **Year**.
 4. Select **Collection Type**.
 5. Enter **Data** as necessary.
 6. Click **Save**.
 7. Click **OK**.
- Use Totals Only*
1. Tag **Use Totals Only**.
 2. Enter **Use Total. Only**.
 3. Click **Save**.
 4. Click **OK**.

General Collections

Authorized Budget / Income Target / General Collections

Search by Year (YYYY)

Search

Fetch More



Year	Collection Type	Total Amount	Actions
2008	TAX ON BUSINESS	1,615,650.00	
2008	OTHER TAXES		

General Collections

Delete

Save

Year *

2016

Collection Type *

OTHER TAXES

Use Totals Only

Total Amount *

TAX ON BUSINESS

OTHER TAXES

REGULATORY FEES

SERVICE/USER CHARGES

RECEIPTS FROM ECONOMIC ENTERPRISES

OTHER INCOME/RECEIPTS

INTERNAL REVENUE ALLOTMENT

OTHER SHARES FROM NATIONAL TAX

COLLECTIONS

EXTRAORDINARY

AMOUNT

0.00

0.00

0.00

0.00

0.00

0.00

0.00

Treasurer Encoder



Authorized Budget



Income Target



General Collections

1. Click Authorized Budget > Income Target > General Collection.
 2. Click Add Record.
 3. Select Year.
 4. Select Collection Type.
 5. Enter Data as necessary.
 6. Click Save.
 7. Click OK.
1. Tag Use Totals Only.
 2. Enter Use Total. Only.
 3. Click Save.
 4. Click OK.



Reminders

- Data should be encoded every 1st quarter of the year.
- If there are changes to the annual figure, e.g. supplemental budget, succeeding report periods should reflect the change.
- Data are displayed in the SRE reports under Income/Target Budget Appropriation.