



# PROCESS MANUAL

## BUREAU OF LOCAL GOVERNMENT FINANCE

**BLGF-PM-04-01**

Revision Code: 00

Page 1 of 5

Section: **SUPPORT**

Effectivity Date: 01-19-2018

Subject: **LOCAL FISCAL DATA ANALYSIS: QUARTERLY REPORT ON SRE****1. PURPOSE:**

To provide timely, complete, accurate consolidation and analysis of data from electronic Statement of Receipts and Expenditures (eSRE) to be used in the preparation of Quarterly Report on LGU loans, borrowings, and debt service payments.

**2. SCOPE:**

This procedure covers activities from the receipt of quarterly reports from eSRE/LIFT, analysis, consolidation, review and approval for uploading of consolidated quarterly to BLGF website.

**3. DEFINITION OF TERMS:**

- a. **SRE** – Statement of Receipts and Expenditures
- b. **GFI** – Government Financing Institutions
- c. **eSRE** - Electronic Statement of Receipt and Expenditure
- d. **LGU** – Local Government Units
- e. **LFPS** - Local Fiscal Policy Service
- f. **LFDAD** – Local Financial Data Analysis Division
- g. **LIFT** – LGU Integrated Financial Tools

**4. RECORDS:**

TITLE/CODE	LOCATION	RETENTION CRITERIA	RETENTION PERIOD	DISPOSAL METHOD
1. Monthly Statement of Receipts and Expenditures	LFDAD Files	NAP R.A. 9470	10 years	Shred
2. BLGF Quarterly Report on Loans and Borrowings and Debt Service Payments	LFDAD Files	NAP R.A. 9470	Archived	NA

**5. REFERENCES:****5.1 ISO Clause Reference**

- a. Clause 7 – Resources
- b. Clause 9.1 - Analysis and Evaluation
- c. Clause 10 – Improvement

5.2 Any document which supports the implementation of the procedure –  
Local Government Code of 1991

5.3 Related documents linked to the procedure – Corrective Action Procedure

PREPARED BY: DIVISION CHIEF

REVIEWED BY: LFPS SERVICE DIRECTOR

APPROVED BY: EXECUTIVE DIRECTOR



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ACTIVITY FLOW	RESPONSIBLE	DETAILS
<pre>graph TD; START([START]) --&gt; RECEIVE[RECEIVE ELETRONIC COPY OF SRE]; RECEIVE --&gt; REVIEW[REVIEW, ANALYZE, AND VALIDATE SRE DATA]; REVIEW --&gt; OVERALL[REVIEW OVERALL ACCURACY OF THE REPORT]; OVERALL --&gt; A{{A}}; C((C)) --&gt; REVIEW;</pre>	<b>Financial Analyst II</b>	Receives electronic copies of the Statement of Receipts and Expenditures (SRE) from NCR, municipalities, cities and provinces on a quarterly basis
	<b>Financial Analyst (NCR)</b>  <b>Financial Analyst/ SRE Focal Person (RO)</b>	For NCR LGUs: Financial Analyst analyzes the data  For Regional LGUs: Financial Analyst/ Local Treasurer's Office analyzes the data.  Analysis is based on historical trends and on third party information.  Ensures that the <b>risk of accepting inaccurate data</b> is prevented by counter-checking with the LGUs and concerned agencies about the veracity of the data.
	<b>Division Chief (CO)</b>  <b>Regional Director</b>	Reviews the overall accuracy of the SRE report.  For CO, the review is done by the LFDAD Division Chief.  For RO, the Regional Director does the review.

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ACTIVITY FLOW	RESPONSIBLE	DETAILS
<pre>graph TD; A{{A}} --&gt; D{WITH CORRECTIONS?}; D -- YES --&gt; E[REVISE DRAFT FOR FINALIZATION]; E --&gt; C((C)); D -- NO --&gt; F[APPROVE SRE REPORTS]; F --&gt; B{{B}}</pre>	<b>Division Chief (CO)</b> <b>Regional Director</b>	When there are corrections/revisions to be made, the draft is returned to Financial Analyst II for editing /finalization.
	<b>Financial Analyst (CO)</b> <b>SRE Focal Person</b>	Revise the draft for finalization.
	<b>Division Chief (CO)</b> <b>Regional Director</b>	For NCR LGUs, the reviewed report is approved by the Division Chief.  For Regional Offices, the report is approved by the Regional Director.

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ACTIVITY FLOW	RESPONSIBLE	DETAILS
<pre>graph TD; B{{B}} --&gt; A1[PREPARE CONSOLIDATED QUARTERLY REPORT]; A1 --&gt; A2[REVIEW AND APPROVE CONSOLIDATED QUARTERLY REPORT]; A2 --&gt; A3[APPROVE FOR POSTING ON WEBSITE]; A3 --&gt; A4[UPLOAD CONSOLIDATED QUARTERLY REPORT IN BLGF WEBSITE]; A4 --&gt; C{{C}}</pre>	Statistician III	Consolidates the data and prepares the local fiscal data including the <b>Quarterly Report on Loans and Borrowings and Debt Service Payments</b> (Principal, Interest, and other charges).
	Division Chief (CO)	When there are corrections, returns consolidated report to the Statistician for editing and finalization.
	Head of Executive Committee on Disclosure	Statistician accomplishes <b>Disclosure Policy Form</b> for approval of the DED for Operations for uploading of the Consolidated Quarterly Report in the website.
	Statistician III	Uploads the local fiscal data including the <b>Quarterly Report on Loans and Borrowings and Debt Service Payments</b> (Principal, Interest, and other charges).  Provide a copy of the Quarterly Report to BLGF Divisions. Provides Quarterly data to stakeholders upon request.

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ACTIVITY FLOW	RESPONSIBLE	DETAILS
<p><b>B</b></p> <p>↓</p> <p><b>REVIEW AND IMPROVE ACTIVITIES</b></p> <p>↓</p> <p><b>CORRECTIVE ACTION PROCEDURE</b> →</p> <p>↓</p> <p><b>TARGETS ACHIEVED?</b></p> <p>NO → <b>CORRECTIVE ACTION PROCEDURE</b></p> <p>YES →</p> <p><b>PREPARE MONTHLY REPORT</b></p> <p>↓</p> <p><b>END</b></p>	<p><b>Division Chief</b></p>	<p>Reviews activities of the process to see where quality improvements can be done in the process.</p>
	<p><b>Division Chief</b></p>	<p>Determines if performance targets were achieved.</p> <p>For unmet targets: <b>Refer to Corrective Action Procedure.</b></p> <p>Submits complete monthly accomplishment report and performance report to immediate superior every first week of the month</p>

PREPARED BY:  DIVISION CHIEFREVIEWED BY:  LFPS SERVICE DIRECTORAPPROVED BY:  EXECUTIVE DIRECTOR