

SUBMISSION OF REPORTS

Cash and Investment Balances Report

FREQUENCY OF SUBMISSION

Monthly

RECIPIENT OF THE REPORT

Department of Finance

STEP	ACTIVITY	DURATION OF ACTIVITY	PERSON IN CHARGE	FORMS
1	Provide the cash in bank balances, deposits in the BTr, investments in government securities and other investments within 3 working days after the end of each month; prepare transmittal letter	30-40 minutes	Senior Accounts Management Specialist	DoF Form (Titled Cash and Investment Balance Report)
2	Check and verifies the correctness of the figures and other information in the report ; initials on the report and the letter	30-45 minutes	Division Chief _ Revenue Generation	
3	Further verification/checking if desired; Signs on the report and on the letter	30 minutes	Department Manager - Treasury	
4	Submit to DoF	Within five (5) working days after the end of each month	Senior Accounts Management Specialist	

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