



Review of Barangay Annual Budget (AB)

Barangay budget will be reviewed by the Sangguniang Panlungsod through the City Budget Office in compliance with the Local Government Code of 1991

Office or Division	: City Budget Office- Barangay Review and Research Division			
Classification	: Highly Technical			
Type of Transaction:	G2G – Government to Government			
Who may avail	: All 26 Barangays of General Santos City			
CHECKLIST OF REQUIREMENT/S		WHERE TO SECURE		
1. Transmittal Letter (signed by Punong Barangay and received by Sangguniang Panlungsod Committee on Finance)		Office of the Sangguniang Barangay		
2. Budget Message		Office of the Sangguniang Barangay		
3. Barangay Appropriation Ordinance (BAO)		Office of the Sangguniang Barangay		
4. Barangay Annual Investment Program (BAIP)		Office of the Sangguniang Barangay		
5. Resolution approving BAIP		Office of the Sangguniang Barangay		
6. Certified Statement of Income		Office of the Sangguniang Barangay		
7. Annual Procurement Plan (APP)		Office of the Sangguniang Barangay		
8. Barangay Expenditure Program		Office of the Sangguniang Barangay		
9. Barangay Budget Preparation Form (BBPF No. 1)- Budget of Expenditure & Sources of Financing		Office of the Sangguniang Barangay		
10. BBPF No. 2- Programmed Appropriation per PPA, Expense Class, Object of Expenditures and Expected Results		Office of the Sangguniang Barangay		
11. BBPF No. 2A- List of Projects Chargeable Against the 20% Development Fund		Office of the Sangguniang Barangay		
12. BBPF No. 3- Plantilla of Personnel		Office of the Sangguniang Barangay		
13. BBPF No. 4- Statement of Indebtedness		Office of the Sangguniang Barangay		
14. Budget Assessment Form		Office of the Sangguniang Barangay		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Barangay personnel submits four (4) sets of AB package to frontline personnel	1.1 Check for documentary and signature completeness a. If incomplete, issue acknowledgement receipt containing the reason for suspension or non-acceptance. b. If complete, receive package,	None	15 Minutes	Barangay Budget Division Staff



	forward to central receiving, and log the transaction in the logbook and forward package to reviewing personnel			
	1.2.Review and evaluate BAO and related attachments, including but not limited to correctness of mathematical computation, account codes and charging, matching and consistency of related documents and compliance to budgetary and related legal provisions	None	19 days, 7hrs and 30 mins	Barangay Budget Review Personnel
	a) Check completeness of documents received and accomplishment of budget assessment form.			Barangay Review and Research Personnel
	b) Check provision/ limitations for budgetary requirements (such as coverage of appropriation with income/ estimates, PS, 20% development fund, 10% SK Fund, 5% barangay DRRM, 2% discretionary fund)			Barangay Review and Research Personnel
	c) Evaluate BAIP and resolution approving BAIP.			Barangay Review and Research Personnel
	d) Evaluate BAO.			Barangay Review and Research Personnel



	e) Evaluate APP.			Barangay Review and Research Personnel	
	f) Match and validate budget preparation forms (Form 1, 2, 2A, 3 & 4)			Barangay Review and Research Personnel	
	g) Match and validate BAO and BEP.			Barangay Review and Research Personnel	
	h) Link BAO and BAIP			Barangay Review and Research Personnel	
	1.3.Prepare and print review notes	None	1 Day 15 Minutes	Barangay Review and Research Personnel	
	1.4.Review and approve review notes	None		Supervisor/ Immediate Supervisor/ DH	
	1.5.Prepare and print endorsement of budget review action recommendation to SP thru City Mayor's Office (CMO)	None		Barangay Review and Research Personnel	
	1.6.Review and approve endorsement of budget review action recommendation to SP thru CMO	None		Supervisor/ Immediate Supervisor/ DH	
	1.7.Prepare and print transmittal to SP thru CMO	None		Barangay Review and Research Personnel	
	1.8.Review and approve transmittal to SP thru CMO	None		Supervisor/ Immediate Supervisor/ DH	
	1.9.Transmit endorsement and budget package to SP thru CMO	None		Barangay Review and Research Personnel	
	TOTAL			21 Days*	
* Sec. 333 of Local Government Code of 1991 provides 60 days for barangay budget review from receipt of barangay appropriation ordinance.					