



Review of Barangay Supplemental Budget (SB) with Fund Source Needing Certification from Local Government of General Santos City (LGU)

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		
<ol style="list-style-type: none"> 1. Transmittal Letter 2. Barangay Appropriation Ordinance (BAO) 3. Fund Certification from LGU, as applicable <ol style="list-style-type: none"> a. Notice of City Aid b. Statement of Surplus c. New Revenue Sources d. Excess of Actual Collections over Est. Income e. Additional National Tax Allotment (NTA) 4. Supplemental BAIP/ PPA, if applicable and related resolution approving such 		Office of the Sangguniang Barangay Office of the Sangguniang Barangay LGU- General Santos City Budget Office City Accounting Office City Accounting Office City Accounting Office City Budget Office 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	<ol style="list-style-type: none"> 1.1 Check for documentary and signature completeness <ol style="list-style-type: none"> a. If incomplete, issue acknowledgment receipt containing the reason for suspension or non-acceptance. b. If complete, receive package, forward to central receiving, and log the transaction in the logbook and forward package 	None	15 Minutes	Barangay Budget Division Staff



	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 Review and Research Personnel
	a) Check completeness of documents received.			Barangay Review and Research Personnel
	b) Evaluate source of fund needing certification from LGU.			Barangay Review and Research Personnel
	c) 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), as applicable			Barangay Review and Research Personnel
	d) Evaluate supplemental BAIP and resolution			Barangay Review and Research Personnel



	approving BAIP, as applicable				
	e) Evaluate BAO and match to budget notes and/or PPMP-APP, as applicable.			Barangay Review and Research Personnel	
	f) Link BAIP and BAO			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 Budget Division Staff	
* Exempted from standard processing time by virtue of Sec. 333 of Local Government Code of 1991 which provides 60 days total for barangay budget review					
	TOTAL			21 ays	