



## Review of Sangguniang Kabataan (SK) Supplemental Budget (SB) with Fund Source Needing Certification from its Council

SK budget will be reviewed by the Sangguniang Panlungsod through the City Budget Office as mandated in and compliance with the RA 10742 on SK Reform Act of 2015.

<b>Office or Division</b>	City Budget Office- Barangay Review and Research Division			
<b>Classification</b>	Highly Technical			
<b>Type of Transaction:</b>	G2G – Government to Government			
<b>Who may avail</b>	All 26 SK of General Santos City			
<b>CHECKLIST OF REQUIREMENT/S</b>		<b>WHERE TO SECURE</b>		
1. Transmittal Letter (signed by SK Chairperson)		Office of the Sangguniang Kabataan		
2. Supplemental Budget (SB)		Office of the Sangguniang Kabataan		
3. Resolution approving SB		Office of the Sangguniang Kabataan		
4. Supplemental Annual Barangay Youth Investment Program (ABYIP) and resolution approving ABYIP, as applicable		Office of the Sangguniang Kabataan		
5. Fund source approved by SK Treasurer and Chairperson (Reversion/ Re-alignment; Unexpended Balance from Prior Years, etc)		Office of the Sangguniang Kabataan		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. SK personnel submits one (1) set of AB package to frontline personnel	1.1 Check for documentary and signature completeness a. If incomplete, receive package, record in the Internal Monitoring Logbook and forward to reviewing personnel. b. If complete, receive package, forward to central receiving, and log the transaction in the logbook and forward package to reviewing personnel	None	15 Minutes	Barangay Review and Research Personnel
	1.2. Review and evaluate SB and related	None	19 days, 7hrs and	Barangay Review and Research Personnel



	attachments, including but not limited to correctness of mathematical computation, account titles and charging, matching and consistency of related documents and compliance to budgetary and related legal provisions		30 mins	
	a) Check completeness of documents received			Barangay Review and Research Personnel
	b) Evaluate ABYIP and resolution approving ABYIP, as applicable.			Barangay Review and Research Personnel
	c) Evaluate source of fund needing certification from SK Treasurer and Chairperson.			
	d) Evaluate SB.			Barangay Review and Research Personnel
	1.3. Prepare and print initial, succeeding or final review notes		1 Day	Barangay Review and Research Personnel
	1.4. Approve review notes		10 Minutes	Supervisor/ Immediate Supervisor/ DH
2. SK personnel receives review notes for correction/ compliance	2.1. Release of review notes and reviewed documents to SK if needing further compliance OR 2.1. Prepare 2nd endorsement for Sangguniang Panlungsod approval. See <i>Endorsement of Reviewed Barangay</i>	None	5 Minutes	Barangay Review and Research Personnel



	<i>Budget to Sangguniang Panlungsod (SP) table.</i>			
<i>* Exempted from standard processing time by virtue of Sec. 20 (d) of the RA 10742 on SK Reform Act of 2015 which provides 60 days for SK budget review</i>				
	<b>TOTAL</b>		<b>21 Days</b>	