



## Review of Barangay Supplemental Budget (SB) with Fund Source Needing Certification from Brgy. Treasurer

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

<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 Barangays of General Santos City			
<b>CHECKLIST OF REQUIREMENT/S</b>			<b>WHERE TO SECURE</b>	
1. Transmittal Letter 2. Barangay Appropriation Ordinance (BAO) 3. Statement of Reversions/ Realignment 4. Supplemental BAIP/ PPA, if applicable and related resolution approving such			Office of the Sangguniang Barangay Office of the Sangguniang Barangay Office of the Sangguniang Barangay Office of the Sangguniang Barangay	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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 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 to reviewing personnel	None	15 Minutes	Barangay Budget Division Staff
	1.2. Review and evaluate BAO and related attachments, including but not limited to correctness of mathematical	<b>None</b>	19 days, 7hrs and 30 mins	Barangay Review and Research Personnel



	computation, account codes and charging, matching and consistency of related documents and compliance to budgetary and related legal provisions			
	a) Check completeness of documents received.			Barangay Review and Research Personnel
	b) Evaluate source of fund needing certification from barangay treasurer			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 approving BAIP, as applicable			Barangay Review and Research Personnel
	e) Evaluate BAO and match to budget notes and/or PPMP-			Barangay Review and Research Personnel



	APP, as applicable.				
	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	
	<b>TOTAL</b>			<b>21 Days</b>	

*\* Sec. 333 of Local Government Code of 1991 provides 60 days for barangay budget review from receipt of barangay appropriation ordinance.*