

<div>Barangay _____ Zamboanga City</div> <div>TRANSMITTAL LETTER</div> <div>To: Ms. SYLVIA P. BINARAO City Accountant</div> <div>Dear Madam.</div> <div>Pursuant to the COA Accounting Circular No. 2006-002 dated December 19, 2006, I hereby transmit the following reports and supporting schedules for the period indicated therein;</div> <div><div><input type="checkbox"/> Monthly Reports</div><div><input type="checkbox"/> Year-end Reports</div><div><input type="checkbox"/> Others</div></div> <div>Submitted by:</div> <div>Barangay Record Keeper</div>		
<div><div><div>Name of Report/Register/Summary</div><div>Month/Period Covered</div><div>Remarks (by the accountant)</div></div><div>A. Monthly Reports</div><div><div><input type="checkbox"/> Cash Receipts and Deposits Register</div><div><input type="checkbox"/> Cash on Hand and In Bank Register</div><div><input type="checkbox"/> Check Disbursements Register</div><div><input type="checkbox"/> Cash Disbursements Register</div><div><input type="checkbox"/> Petty Cash Fund Register</div><div><input type="checkbox"/> Summary of Collections and Deposits</div><div><input type="checkbox"/> Summary of Collections and Remittance</div><div><input type="checkbox"/> Summary of Checks Issued</div><div><input type="checkbox"/> Summary of Cash Payments</div><div><input type="checkbox"/> Summary of Paid PCVs</div></div><div>B. Year-end reports</div><div><div><input type="checkbox"/> Status of Appropriations, Commitments and Balances</div><div><input type="checkbox"/> Report on the Physical Count of PPE</div><div><input type="checkbox"/> Inventory and Inspection Report of Unserviceable Property</div><div><input type="checkbox"/> Unpaid Liabilities (supported by bills, DVs, payroll, etc.</div><div><input type="checkbox"/> Others, please specify</div></div><div>C. Others</div><div><div><input type="checkbox"/> Please specify:</div><div>Liquidation Report</div><div>Inspection and Acceptance Report</div><div>Bank Statements/Snap Shot</div><div>Debit/Credit memo</div><div>Others</div></div></div>		
<div>ACKNOWLEDGEMENT:</div> <div><div><input type="checkbox"/> I hereby acknowledge receipt of the above documents complete with supporting schedules.</div><div><input type="checkbox"/> I have noted the following deficiencies in the reports as shown on the remarks above.</div><div>Please submit the on or before _____.</div><div><div>SYLVIA P. BINARAO</div><div>City Accountant</div><div>Date</div></div></div>		