



**QUEZON CITY GOVERNMENT**  
**Quezon City General Hospital**  
**Accounting Division**  
**CITIZEN'S CHARTER**



**Processing and preparation of Financial Statements**

**Schedule of Availability of Service**

- Days** : Mondays – Fridays  
**Hours** : 8:00 AM – 5:00 PM (No Noon Break)  
**Who May Avail of the Service** : Hospital personnel, concerned Department Heads, Division and Section Chiefs Different agency  
**Documentary Requirements** : Special Journals, Journal Entry Voucher, General Ledgers, Subsidiary Ledgers, Trial Balance, Schedules, Other supporting documents  
**Processing Period** : Variable  
**How to avail of the Service**

STEP	APPLICANT / CLIENT	SERVICE PROCESS	DURATION OF ACTIVITY	PERSON IN CHARGE	FEES	FORM
1	Cash Section - Office Staff, present Daily Report of Collections, Report of Disbursements with complete supporting documents to be received.	Received Daily Report of Collections, Report of Disbursements with complete supporting documents.	5 minutes	Office Staff	None	None
2	None	Prepares Journal Entry Vouchers of the Daily Report of Collections.	2 hours	Office Staff		Journal Entry Voucher
3		Prepares Special Journals (Cash Receipt Journal, Check Disbursement Journal, Authority to Debit Account Disbursement Journal and Cash Disbursement Journal) and Journal Entry Vouchers of Adjustments.	10 days 2 days 1 day	Senior Bookkeeper Accounting Clerk II Office Staff		Special Journals and Journal Entry Vouchers
4		Posting of Recapitulations of Special Journals and Journal Entry Vouchers of Adjustments to General Ledgers.	2 days	Senior Bookkeeper		General Ledgers
5		Prepares Monthly Trial Balance.	4 hours	Senior Bookkeeper		Trial Balance
6		Prepares Schedules.	5 days	Accounting Clerk		Schedules



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7		Prepares Quarterly Statement of Financial Position, Statement of Financial Performance, Statement of Cash Flow and Statement of Analysis of Appropriation and Obligation.	2 days	Accountant III Accountant IV		Different Statements
8		Submits Financial Reports to Commission on Audit and City Accounting Office.	3 hours	Office Staff		Financial Reports and supporting documents
9		Review and Initial Trial Balance and Journals	1 day	Accountant V		Trial Balance and Journals
<b>END of TRANSACTION</b>						