



order of payment and present the Report of Collection and Deposits (RCD).	based on the submitted duplicate issued Official Receipts and order of payment.		increases depending on the bulk of the receipts and order of payment provided by the Collection Officer	Verification Section
2. Receive the RCD with the initial signature of the verifier.	2. Sign the RCD of the accountable officer upon checking the completeness and accuracy of the declared collection.		5 minutes	Verifier Fiscal Verification Section
3. Proceed to the Cashier for the remittance of collection 3.1 Receive the signed RCD as proof of remittance.	3. Receive and count the cash/check remitted. 3.1 Release the signed RCD.		10 minutes	Collection Officer and Cashier from Cash Division
Total			45 minutes	

RECORDING OF DAILY TRANSACTIONS IN CASH BOOKS

The Treasurer shall maintain this record to monitor the cash in bank balance as of specific date. All transactions for the day shall be recorded immediately.

Office or Division:	Cash Division			
Classification:	Simple			
Type of Transaction:	G2C- Government to Citizen			
Who may avail:	Cash Bookkeeper/Cashier/Accountant			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Cash books of different fund account (e.g. General Fund, Trust Fund and other special accounts).		Cash Book Locker		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. After the checks are prepared, It should be recorded in cash books stating its amount, payee, the date of checks and corresponding reference or T.V number.	1. Validate first the series of check number if its correspond with the previous checks that had prepared 1.2 At the end of the day, prepare summary of all checks issued for the day.		10 minutes	Cashier/Accountable officer/Accountant
2. Recording of RCD's.	2. Record the summary report that prepared		20 minutes	Cashier/Accountable officer/Accountant



<p>3. Recordings of Fund transfer made, Banks request to debits, and other Journal Vouchers that needs adjustments.</p> <p>4. Recordings of accounts that are terminated or Interest that needs to be rolled over.</p>	<p>indicating the total amount of collections that are deposited in the different bank accounts.</p> <p>3. Examine the validity of the transactions that needed some adjustments or corrections.</p> <p>4. Validate the summary of bank accounts, notice to terminates and period contracts, decision are being made whether to terminate of roll-over the interest earned for a particular period.</p>		<p>10 minutes</p> <p>10 minutes</p>	<p>Cashier/Accountable officer/Accountant</p> <p>Cashier/Accountable officer/Accountant</p>
Total			50 minutes	

RELEASING OF CHECKS PREPARED

Checks approved and signed by the different signatories are being released. Official Receipts from different contractors or suppliers by the City Government are strictly required.

Office or Division:		Cash Division		
Classification:		Simple		
Type of Transaction:		G2C- Government to Citizen		
Who may avail:		All Quezon City Contractors and Suppliers		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Official receipt.		Their respective office premises		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Proceed to Cash Division's accountable officers.</p> <p>1.1 Present and write in the official receipt the details of the checks, received from what agency, the date and other important details required.</p>	<p>1. Verify the particulars indicated in the official receipt.</p> <p>1.1 Verify the date of the check if it is still not yet staled.</p> <p>1.2 Secure the representative's signature on the cashier's book indicating the date the check</p>		10 minutes	Cashier/Accountable officer