



DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES  
KAGAWARAN NG KAPALIGIRAN AT LIKAS YAMAN



**MEMORANDUM**

**FOR :** **The Regional Executive Directors**  
DENR Regions 1-13, CAR and NCR

**Bureau Directors**  
BMB, LMB, FMB and ERDB

**FROM :** **The Undersecretary**  
Finance, Information Systems and Climate Change

**SUBJECT :** **SUBMISSION OF THE COMPLETE SET OF THE CY 2023**  
**FINANCIAL REPORTS WITH SUPPORTING SCHEDULES**

**DATE :** **JAN 0 5 2024**

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This pertains to the annual submission of the complete set of the Financial Reports with Supporting Schedules required under Section 60, Chapter 19 of the Government Accounting Manual Volume I as shown in Annex "A".

The financial reports must be submitted with the following supporting documents:

- a) Working Papers- showing the consolidation of Regional Office and its PENR offices (All Funds with per Fund Cluster Account Balances),
- b) Schedule of Subsidy from National Government and
- c) Reconciliation of Property, Plant and Equipment (PPE).

Submit in advance the soft copy of the said reports through email address at [denrco.conso@gmail.com](mailto:denrco.conso@gmail.com) prior to your submission of the scanned copy of the reports with signature.

For any clarifications and queries regarding the matter, you may contact Ms. Leodina Laddaran of the Consolidation Section of the Accounting Division at telephone no. (8)928-02-54 or VOIP no. 1020/1019/1018.

For strict compliance.

  
ATTY. ANALIZA REBUELTA-TEH

MEMO NO. 2024 - 21

## Financial Reports

<b>Timelines for submission of Financial Reports - Sec 60 of Chapter 19, Volume 19, Volume I of GAM. Deadlines on Submission of Reports.)</b>			
<b>Reports</b>	<b>PENRO</b>	<b>Regional Offices</b>	<b>Central Office</b>
<b>A. Annually -Consolidated :</b> 1. Comparative Statement of Financial Position (Detailed and Condensed) 2. Comparative Statement of Financial Performance (Detailed and Condensed) 3. Comparative Statement of Changes in Net Assets/Equity 4. Comparative Statement of Cash Flows (Detailed and Condensed) 5. Statement of Comparison of Budget and Actual Amount (SCABAA) 6. Comparative Notes to Financial Statements 7. Others a) Pre-Closing Trial Balance b) Post - Closing Trial Balance c) Other Schedules i. Regional Breakdown of Income ii. Regional Breakdown of Expenses iii. Aging of Receivables iv. Aging of Payables	Submit on or before <b>January 20</b> of the following year to Auditor and to Regional Office (RO)	Submit on or before <b>January 31</b> of the following year to Auditor and to Central Office (CO)	Submit on or before <b>February 14</b> of the following year to Auditor, DBM, COA-GAS, Congress, Sente
<b>B. Quarterly -Consolidated :</b> 1. Statement of Financial Position (Detailed and Condensed) 2. Statement of Financial Performance (Detailed and Condensed) 3. Statement of Changes in Net Assets/Equity 4. Statement of Cash Flows (Detailed and Condensed) 5. Statement of Comparison of Budget and Actual Amount (SCABAA) 6. Notes to Financial Statements 7. Others a) Trial Balance	PENROs are required to submit <b>3rd day</b> to give ample time for RO to consolidate	ROs are required to submit <b>5th day</b> to give ample time for CO to consolidate	Submit within <b>Ten (10)</b> days after the end of the quarter to Auditor, DBM, COA-GAS, Congress, Senate

Area of Responsibility	Seq. No.	Activity
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Division/Unit and transmittal letter, and forwards the same to the Accounting Staff for distribution.

Accounting Staff 20 Distributes the Post-Closing Trial Balance and supporting schedules to the Concerned Offices. Records in the logbook the submission of the same.

*Note 3* – Trial Balances and supporting schedules shall be distributed as follows:

- Copy 1* – COA Resident Auditor
- Copy 2* – Government Accountancy Sector, COA
- Copy 3* – DBM
- Copy 4* – Accounting Division/Unit, File

*Note 4* – The frequency of submission of Pre-Closing Trial Balance/Post-Closing Trial Balance and other reports shall be as follows:

- Pre-Closing Trial Balance and other reports – monthly, within ten days after the end of the month to the COA Resident Auditor and DBM
- Yearend Pre-Closing Trial Balance/Post-Closing Trial Balance and other reports – on or before February 14 of the following year to the COA Resident Auditor, DBM and Government Accountancy Sector, COA.

**Sec. 60. Deadlines on Submission of Reports.** All NGAs shall prepare and submit the following financial statements and schedules as follows, within the prescribed deadline:

a. Provincial Offices and Operating Units

<u>Entity/Office</u>	<u>Statement/Report</u>	<u>Deadline</u>	<u>Submit to:</u>
Monthly	Trial Balances (TBs) and Supporting Schedules (SSs)	Ten days after the end of the month	Auditor, Regional Accountant
Quarterly	TBs, FSs, SSs	Ten days after the end of the quarter	Auditor, Regional Accountant
Yearend	TBs, FSs, SSs	On or before January 20 of the following year	Auditor, Regional Accountant

b. Regional/Branches Offices

<u>Entity/Office</u>	<u>Statement/Report</u>	<u>Deadline</u>	<u>Submit to:</u>
Monthly	TBs and SSs	Ten days after the end of the month	Regional Auditor, Central Office Chief Accountant
Quarterly	TB, FS, SDs	Ten days after the end of the quarter	Regional Auditor, Central Office Chief Accountant
Year-end	TBs, FS, SSs (combined RO and OUs)	On or before January 31 of the following year	Regional Auditor, Central Office Chief Accountant

c. Central/Head/Main Offices

<u>Entity/Office</u>	<u>Statement/Report</u>	<u>Deadline</u>	<u>Submit to:</u>
Monthly	TBs and SSs	Ten days after the end of the month	Auditor, DBM, Management.
Quarterly	TB, FSs, SSs	Ten days after the end of the quarter	Auditor, DBM, Management
Yearend	TBs, FS, SSs (combined CO, ROs and OUs)	February 14 of the following year	COA Auditor, DBM, COA-GAS