	Budget Division Procedures	Page No.:	Page 1 of 5
	PHILIPPINE SPORTS COMMISSION	Revision No.:	0
	PSC-SOP-BAFMS-02	Effectivity:	January 13, 2017

1.0 PURPOSE


- 1.1 To implement the approved budget, controlling agency expenses in accordance with the National Expenditure Program and Program of expenditures of the National Sports Development Fund
- 1.2 To prepare regular reports for submission to the Chairman and other government agencies as required by the law.

2.0 SCOPE

- 2.1 Coordinates with the Bureau of Administrative, Finance and Management Services and Program Research and Development Division on matters regarding allocation of available funds to programs based on approved guidelines and priorities
- 2.2 Handles the preparation of the Agency's Annual budget and its utilization thru the preparation of BUR/ORS
- 2.3 Based on national government guidelines, prepares the annual agency budget as approved by the Head of Agency for submission to the Department of Budget and Management, House of Representative and House of Senate for approval

3.0 DEFINITION OF TERMS

- 3.1 AGENCY BUDGET MATRIX (ABM)- Disaggregation of the agency budget showing the needing and not needing clearance to determine the items to be issued special allotment release orders (SARO) as well as the amount to be released comprehensively.
- 3.2 ALLOTMENT RELEASE PROGRAM (ARP)- Overall ceiling of the total obligation authority which may be issued to the agencies for the year, from all fund sources.
- 3.3 BUDGET ACCOUNTABILITY REPORTs (BARs)- Reports on the agencies actual financial and physical accomplishments/performance for a given period.
- 3.4 BUDGET EXECUTION DOCUMENTS (BEDs)- Annual documents required at the one set of the budget execution phase, which contain the agencies' targets and plans for the current year.
- 3.5 BUDGET ULIZATION REQUEST/OBLIGATION REQUEST (BUR/OBR)- This is a request form for payment of all obligations, reimbursement of expenses, payrolls, cash advances, financial assistance and all other expenses.
- 3.6 CASH RELEASE PROGRAM (CRP)- Overall ceiling of disbursement authorities which may be issued to the agencies for a particular period.
- 3.7 DEPARTMENT OF BUDGET AND MANAGEMENT (DBM)- The Department/Office that is directly in charge of all the funding requirements of all the departments/bureaus/offices and agencies in the government.
- 3.8 FINANCIAL ACCOUNTABILITY REPORTs (FARs)- Reports on the agencies actual obligations, disbursements and balances for a specific given time submitted to DBM and COA, 30 days after the end of each quarter.

	Budget Division Procedures	Page No.:	Page 2 of 5
	PHILIPPINE SPORTS COMMISSION	Revision No.:	0
	PSC-SOP-BAFMS-02	Effectivity:	January 13, 2017

- 3.9 FORWARD ESTIMATEs (FEs)- Projections or estimation of the future costs of existing policies. It also serves as the validation instrument of determining the reasonableness of agency proposals on existing programs/projects/activities.
- 3.10 GENERAL APPROPRIATION ACT (GAA)- An act authorizing the disbursements of funds for all government offices and agencies.
- 3.11 MAJOR FINAL OUTPUTs (MFOs)- Goods and services that an agency are mandated to deliver to external client through the implementation of program, projects and activities.
- 3.12 MAINTENANCE AND OTHER OPERATING EXPENSES (MOOE)- Refer to expenditures to support the operations of government agencies such as expenses for supplies and materials, transportation and travel, etc.
- 3.13 NOTICE OF CASH ALLOCATION (NCA)- Cash authority issued every semester by the DBM to central, regional and provincial offices and operating units to cover the cash requirements of the agencies.
- 3.14 PERSONAL SERVICES (PS)- Provisions for the payment of salaries and wages and other compensation.
- 3.15 RETIREMENT AND LIFE INSURANCE PREMUIMS (RLIP)- The share of the national government in the premium payments to GSIS, for the life insurance and retirement benefit fund of government employees.
- 3.16 STATEMENT OF APPROPRIATION AND BALANCES (SAOB)- This report reflects the authorized appropriations received including total obligations, total disbursements, and the balances of unreleased appropriation, unobligated allotments and unpaid obligations of department/office/agency.
- 3.17 SPECIAL ALLOTMENT RELEASE ORDER (SARO)- A specific authority issued for identified agencies to incur obligations not exceeding a given amount during a specified period for the purpose indicated. It shall cover expenditures the release of which is subject to compliance with specific laws or regulations, or is subject to separate approval or clearance by competent authority.

4.0 REFERENCE DOCUMENTS

Budget Division Operations Manual



Budget Division Procedures

PHILIPPINE SPORTS COMMISSION

PSC-SOP-BAFMS-02

Page No.:

Page 3 of 5

Revision No.:

0

Effectivity:

January 13, 2017

5.0 PROCESS FLOW

Preparation of Budget Utilization Request (BUR)/Obligation Request and Status (ORS)

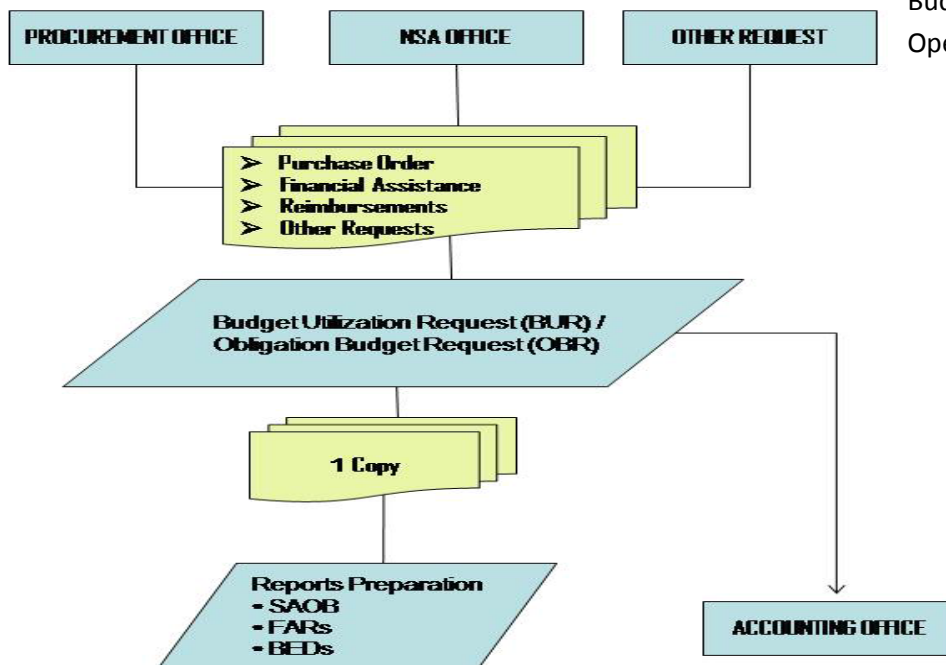
RESPONSIBLE


FLOW CHART

REFERENCE

Budget Staff

Budget Division
Operations Manual



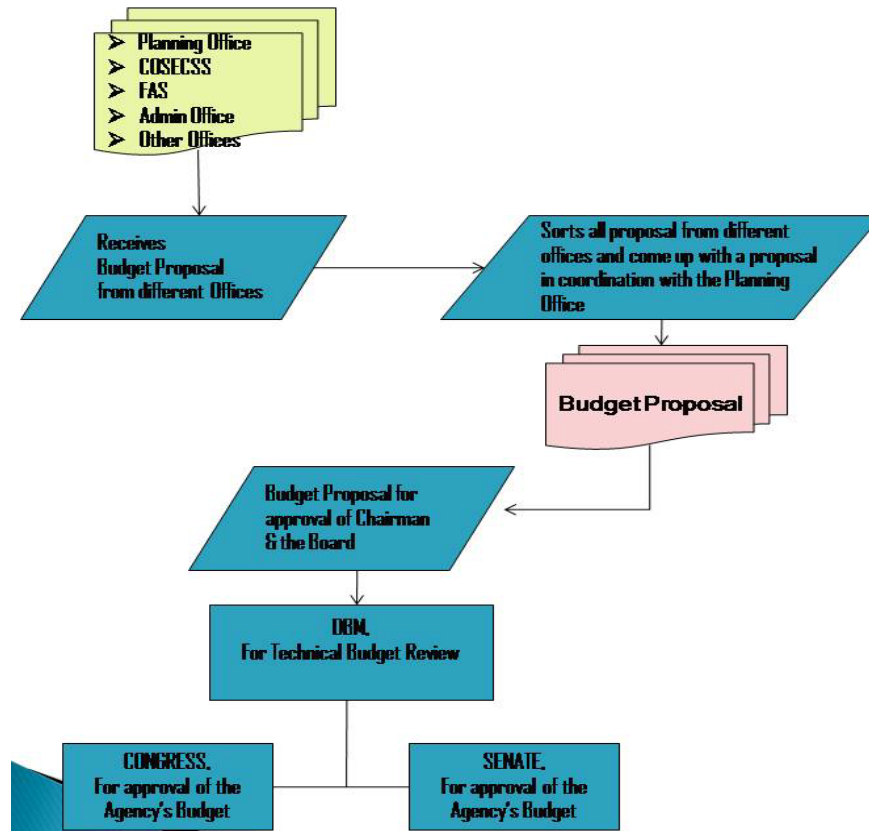
	Budget Division Procedures	Page No.:	Page 4 of 5
	PHILIPPINE SPORTS COMMISSION	Revision No.:	0
	PSC-SOP-BAFMS-02	Effectivity:	January 13, 2017

Preparation of Annual Budget Proposal

RESPONSIBLE

Budget Office

FLOW CHART



REFERENCE


Budget Division
Operations Manual

6.0 PROCEDURE

Preparation of Budget Utilization Request (BUR)/Obligation Request and Status (ORS)

- All approved requests for budget obligations are forwarded to Budget Division Office such as:
 - ✓ Purchase Order
 - ✓ Financial Assistance
 - ✓ Reimbursements
 - ✓ Other Requests

After receiving requests for fund the Chief Budget Officer will determine the fund source of the obligation. Then the Budget Staff will prepare the BUR/ORS and attached it to the requests. The Chief, Budget Officer sign the BUR/ORS after reviewing the content of the BUR/ORS. When the BUR/ORS is signed by the Chief Budget Officer the Budget Staff will create a copy of the BUR/ORS, log it in the record book and attached a Locator Slip/Action Slip. Lastly it will be forwarded

	Budget Division Procedures	Page No.:	Page 5 of 5
	PHILIPPINE SPORTS COMMISSION	Revision No.:	0
	PSC-SOP-BAFMS-02	Effectivity:	January 13, 2017

to Accounting Office for the preparation of voucher. Copies of BUR/ORS are filed and encoded for the preparation of reports submitted to the Chairman and other Government Agencies as required by the law.

Preparation of Annual Budget Proposal

- Upon receiving/downloading the Budget Call from The Department of Budget and Management the Budget Office will distribute the different Forms that are needed by to create the Budget Proposal. When all the needed Forms are prepared and signed by the respective signatories and approved by the Chairman and the Board, the Budget Office will consolidate and prepares the Annual Budget Proposal and submit Hard Copy and Soft Copy to DBM for Technical Budget Review. After the Budget Review, House of Representatives and Senate will issue additional Forms that will be inserted in the in the Budget Proposal. Lastly, the Agency's Budget proposal are submitted to the House of Representatives and Senate for evaluation and approval.

7.0 FORMS ATTACHED

- 7.1 BUR/OBR
- 7.2 Budget Call Forms (DBM)
- 7.3 Action Slip/Locator Slip
- 7.4 House of Representatives Forms (Budget Proposal)
- 7.5 Senate Forms (Budget Proposal)