QUARTERLY REPORT OF REVENUE AND OTHER RECEIPTS (QRROR) FAR No. 5

INSTRUCTIONS

A. This QRROR shall reflect the agency's/OUs actual revenue and other receipts collections from all sources remitted with the BTr and deposited in other AGDB, for the budget year, broken down by quarter. This shall be submitted to COA, DBM and BTr within 30 days after the end of each quarter.

B. Column 1 shall reflect the classification of revenue and other receipts as to tax or non-tax and should identify the specific source (Tax Revenue: e.g., Tax on Domestic Goods and Services, Tax on Net Profits, etc.; Non-tax Revenue: e.g. Permits and Licenses, Service Income, Business Income, etc.) consistent with the Revised Chart of Accounts prescribed by COA.

C. Column 2 shall reflect the UACS Code per COA-DBM-DOF Joint Circular No. 2013-1 dated 6 August 2013.

D. Column 3 shall reflect the revenue targets for the year. This should be consistent with the amounts indicated in the BESF tables for the budget year.

E. Columns 4 to 8 shall reflect the actual quarterly revenue and other receipts/collections for the year covered by the report.

F. Columns 9 to 11 shall reflect the cumulative revenue and other receipts deposited by the agency with the BTr/AGDB as of date (from January 1 of the current year).

G. Columns 12 and 13 shall reflect the variance between the annual targeted collection and the actual revenue and other receipts/collection as of the period covered by the report.

H. Column 14 shall reflect any additional information i.e., reasons for any variance between targeted and actual collections; new fees imposed; increase in fees and charges; or implementation of new programs.

I. This form shall be certified correct by the Chief Accountant/Head of Accounting Division/Unit and approved by the Head of Agency or his/her Authorized Representative.