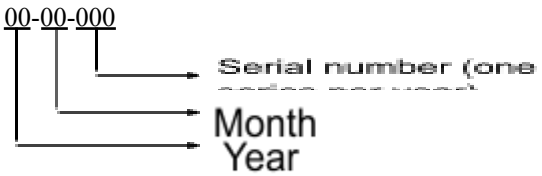
REPORT OF COLLECTIONS AND DEPOSITS (RCD)

INSTRUCTIONS

A. The Collecting Officer/Cashier shall prepare this report to record his/her collections and deposits to an AGDB as of specific date and shall be maintained by fund cluster.

B. It shall be accomplished as follows:

1. **Entity Name** – name of the agency/entity
2. **Fund Cluster** – fund cluster name/code in accordance with the UACS in which the collections and deposits are attributable to.
3. **Report No**. – shall be numbered one series for each year as follows:



4. **Sheet No**. – page number of the report which shall be series for each month
5. **Date** – date covered by the report
6. **Official Receipt Date –** date of the OR or Report of Collections by Sub-Collector
7. **Official Receipt Number** – serial numbers of the ORs issued by the Cashier or Sub-Collector including the cancelled ones listed in numerical sequence
8. **Responsibility Center Code –** code assigned to each cost/responsibility center
9. **Payor** – name of the person/agency/entity/sub-collector from whom the amount was received
10. **Particulars** – details or nature of the collection
11. **MFO/PAP –** the code for the major final output or program/activity/project as shown in GAA/SARO/GARO
12. **Amount-Total Collections –** the total amount of collections per OR or per Report of Collections of the Sub-Collector.
13. **Amount-Breakdown of Collections** – amount per nature of collections. The Cash/Treasury Unit or Collecting Officer may insert additional columns for each nature of collections.

C. A summary shall be prepared below the last entry in the report as follows:

Summary:

Undeposited Collections per last Report		₱ xxx.xx
Collections per OR Nos. _____ to _____		xxx.xx
Deposits:	~~₱xxx~~.xx	
Date: _____	xxx.xx	xxx.xx
Date: _____	xxx.xx	
Undeposited Collections, this Report		₱ xxx.xx

D. Collections should be deposited intact daily. The balance of collections not deposited during the day due to cut-off should be deposited on the first banking hour of the next working day.

E. The RCD shall be certified by the Collecting Officer on the last sheet of the report after the totals as follows:

"CERTIFICATION

I hereby certify on my official oath that the above is a true statement of all collections and deposits had by me during the period stated above for which Official Receipt Nos. _____ to _____ inclusive, were actually issued by me in the amounts shown thereon. I also certify that I have not received money from whatever source without having issued the necessary Official Receipt in acknowledgement thereof. Collections received by sub-collectors are recorded above in lump-sum opposite their respective collection report numbers. I certify further that the balance shown above agrees with the balance appearing in my Cash Receipts Record.

_____
Name and Signature of the Collecting Officer

_____ _____
Official Designation *Date"*

F. This report shall be prepared in four (4) copies daily to be distributed as follows:

Original	–	Cash Treasury/Unit/Collecting Officer's File, together with the triplicate copy of the ORs and validated DSs
Copy 2	–	COA Auditor thru the Accounting Division/Unit of Central/Regional/ Division Office concerned, together with the duplicate copy of the ORs and validated DSs
Copy 3	–	Accounting Division/Unit of Central/Regional/Division Office concerned to be attached to the copy of the JEV
Copy 4	–	Budget Division/Unit of Central/Regional/Division Office concerned