

REGISTRY OF ALLOTMENTS AND NOTICE OF TRANSFER OF ALLOCATION (RANTA)

INSTRUCTIONS

- A. The RANTA shall be maintained by the Accounting Division/Unit to determine the amount of allotments not covered by NTA and to monitor available NTA.
- B. This form shall be accomplished as follows:
 - 1. **For the year** – the year covered by the registry
 - 2. **Entity Name** – name of the agency/entity
 - 3. **Fund Cluster** – the fund cluster name/code in accordance with the UACS in which the Allotments and NTA are attributable to.
 - 4. **Sheet No.** – the sheet number which shall be one series per year
 - 5. **Date** – date of the reference document
 - 6. **Reference** – the reference document such as GAARD/SARO/GARO/NTA/JEV/DV/
Payroll number
 - 7. **Allotment Received** – amount of allotment received per GAARD/SARO/GARO
 - 8. **Notice of Transfer of Allocation (NTA):**
 - a. Received – amount of NTA received
 - b. Utilized – amount of NTA utilized (based on processed DV/Payroll)
 - 9. **Balance:**
 - a. Unutilized NTA – running balance of unutilized NTA
 - b. Unfunded Allotment – running balance of allotment not covered by NTA
- C. At the end of the year, the amount columns for allotment received, NTA received and utilized shall be totaled and ruled.