

CASH IN BANK REGISTER (CReg)

INSTRUCTIONS

- A. The CReg shall be used by field offices without complete set of books to record the deposits and payments/checks in the books of their mother unit (central/regional/division office).
- B. The CReg shall be used to record transactions involving the deposits and payments/checks issued charged thereto. It shows the breakdown of payment by expense class (PS, MOOE, etc.) and by account code.
- C. This register shall be accomplished as follows:
1. **Entity Name** – name of agency/entity
 2. **Sub-Office/District/Division** – name of field office or operating unit
 3. **Municipality/City/Province** – municipality/city/province where the operating unit is located.
 4. **Fund Cluster** – the fund cluster name/code in accordance with the UACS
 5. **Sheet No.** – the sheet number which shall be one series per year
 6. **Name of Disbursing Officer** – name of the duly designated Disbursing Officer
 7. **Station** – designated station of the Disbursing Officer
 8. **Bank** – name of AGDB of the FO/OU
 9. **Location** – address of the AGDB
 10. **Date** – date of the check
 11. **Check No.** – serial number of check received for deposit or issued for disbursements
 12. **Particulars** – Name of payee and/or brief description of the purpose of receipt or issuance of the check
 13. **Cash in Bank**
 - **Deposits** – amount of fund received from the Central/Regional/Division Office for operational/other expenses of the FO/OU
 - **Withdrawals/Payments** – amount of check disbursement
 - **Balance** – running balance of the cash in bank
 14. **Breakdown of Withdrawals/Payments** – amount of payments made shall be extended under the appropriate expense classification column of PS, MOOE, or OTHERS.
- D. The total of the “Cash in Bank - Withdrawals/Payments” column shall always equal to the sum of the totals of the “Breakdown of Withdrawals/Payments” columns.
- E. The “OTHERS” columns shall be used for expenses or other disbursements which cannot be accommodated in the columns provided under PS and MOOE.
- F. New sheet shall be used at the beginning of each month. Each sheet shall be totaled and the totals carried forward to the next sheet. The succeeding sheet shall start with the totals brought forward.
- G. At the end of the month, this register shall be totaled, balanced and ruled. The ruling shall be made on the line immediately after the last entry.
- H. Every sheet shall be certified by the Disbursing Officer as follows:
- “CERTIFIED CORRECT:*
- _____
(Signature Over Printed Name)
Disbursing Officer

Date”
- I. A certified true copy of this register together with all original DVs and supporting documents shall be submitted to the Accounting Division/Unit of the respective Central/Regional/ Division Office for recording of transactions in the books of accounts.