

Republic of the Philippines  
Province of Zamboanga del Sur  
Municipality of \_\_\_\_\_  
Barangay \_\_\_\_\_

**I. Inventory and Turnover of SK Properties, Financial Records, Documents (SKFRDPs) and Money Accountabilities**  
Date \_\_\_\_\_

| <b>A. Financial Records/Documents</b>                                                                                           |                    |                                                                               |
|---------------------------------------------------------------------------------------------------------------------------------|--------------------|-------------------------------------------------------------------------------|
| Particular (if any)                                                                                                             | Quantity           | Remarks<br>(may indicate Series Nos. and/or Year)                             |
| 1. Journal/Logbook of daily income/ expenses                                                                                    |                    |                                                                               |
| 2. Journal/Logbook of Used Checks                                                                                               |                    |                                                                               |
| 3. Bank Deposit Slips                                                                                                           |                    |                                                                               |
| 4. Bank Withdrawal Slips                                                                                                        |                    |                                                                               |
| 5. Purchase Slips                                                                                                               |                    |                                                                               |
| 6. Vouchers/Payments/Payroll                                                                                                    |                    |                                                                               |
| 7. Loan Documents                                                                                                               |                    |                                                                               |
| 8. SK Official Receipts (used and unused)                                                                                       | (no. of booklets): |                                                                               |
| 9. Other Financial Documents (pls. specify, attach separate sheet)                                                              |                    |                                                                               |
| <b>B. Administrative and Other Documents</b>                                                                                    |                    |                                                                               |
| Particular                                                                                                                      | Quantity           | Remarks<br>(may indicate Series No. and/or Year)                              |
| 1. SK Officials/Employees Logbook                                                                                               |                    |                                                                               |
| 2. Journal/Logbook:<br>a. Attendance/minutes of meetings<br>b. KK Assembly<br>c. List of KK members<br>d. Others (pls. specify) |                    |                                                                               |
| 3. Resolution Logbook                                                                                                           |                    |                                                                               |
| 4. Others (pls. specify, attach separate sheet)                                                                                 |                    |                                                                               |
| <b>C. Properties</b>                                                                                                            |                    |                                                                               |
| Particular (if any)                                                                                                             | Quantity           | Remarks<br>(please indicate condition [serviceable or not] and other details) |
| 1. Books and/or other printed materials                                                                                         |                    |                                                                               |
| 2. Service Vehicle/s (attach Itemized List)                                                                                     |                    |                                                                               |
| 3. DRR Equipment (attach Itemized List)                                                                                         |                    |                                                                               |
| 4. Computer Set (desktop/cpu/keyboard/web cam)                                                                                  |                    |                                                                               |
| 5. Printer                                                                                                                      |                    |                                                                               |
| 6. Scanner                                                                                                                      |                    |                                                                               |
| 7. Photocopier                                                                                                                  |                    |                                                                               |
| 8. Office Furniture (attach itemized List)                                                                                      |                    |                                                                               |
| 9. Appliances (Please specify: i.e. Refrigerator, T.V., Water Dispenser, etc.)                                                  |                    |                                                                               |

|                                                                                                                                                                                                                                                            |          |        |                 |           |                                                                                                                                                                                                                                                                                         |           |             |           |        |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|--------|-----------------|-----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-------------|-----------|--------|
| 10. Others (Please Specify/ may attach itemized list)<br>(This may include plants, title of land, facilities and other infrastructures, if any)                                                                                                            |          |        |                 |           |                                                                                                                                                                                                                                                                                         |           |             |           |        |
| A. MONEY ACCOUNTABILITIES                                                                                                                                                                                                                                  |          |        |                 |           |                                                                                                                                                                                                                                                                                         |           |             |           |        |
| 1. Cash on Hand                                                                                                                                                                                                                                            |          |        | 2. Cash in Bank |           |                                                                                                                                                                                                                                                                                         | 3. Checks |             |           |        |
| Denomination                                                                                                                                                                                                                                               | Quantity | Amount | Bank/Addresses  | Acct. No. | Amount                                                                                                                                                                                                                                                                                  | Date      | Drawee Bank | Check No. | Amount |
| P1,000                                                                                                                                                                                                                                                     |          |        |                 |           |                                                                                                                                                                                                                                                                                         |           |             |           |        |
| P500                                                                                                                                                                                                                                                       |          |        |                 |           |                                                                                                                                                                                                                                                                                         |           |             |           |        |
| P200                                                                                                                                                                                                                                                       |          |        |                 |           |                                                                                                                                                                                                                                                                                         |           |             |           |        |
| P100                                                                                                                                                                                                                                                       |          |        |                 |           |                                                                                                                                                                                                                                                                                         |           |             |           |        |
| P50                                                                                                                                                                                                                                                        |          |        |                 |           |                                                                                                                                                                                                                                                                                         |           |             |           |        |
| P20                                                                                                                                                                                                                                                        |          |        |                 |           |                                                                                                                                                                                                                                                                                         |           |             |           |        |
| Coins                                                                                                                                                                                                                                                      |          |        |                 |           |                                                                                                                                                                                                                                                                                         |           |             |           |        |
| Total                                                                                                                                                                                                                                                      |          |        | Total           |           |                                                                                                                                                                                                                                                                                         |           | Total       |           |        |
| 4. LOAN/S (if any):                                                                                                                                                                                                                                        |          |        |                 |           |                                                                                                                                                                                                                                                                                         |           |             |           |        |
| <b>Turned-over by:</b><br><br><i>Above listed items are hereby officially RETURNED and TURNED-OVER to the newly elected/appointed SK official, thru the Punong Barangay.</i><br><br>_____<br><i>(SIGNATURE ABOVE PRINTED NAME OF OUTGOING SK OFFICIAL)</i> |          |        |                 |           | <b>Received by:</b><br><br><i>This is to ACKNOWLEDGE receipt of the above-listed items from the outgoing _____ and I hereby CERTIFY as to the completeness and correctness of entries.</i><br><br>_____<br><i>(SIGNATURE ABOVE PRINTED NAME OF NEWLY ELECTED/APPOINTED SK OFFICIAL)</i> |           |             |           |        |

## II. BARANGAY CLEARANCE FORM

*This is to certify that \_\_\_\_\_, Barangay \_\_\_\_\_ of Barangay \_\_\_\_\_, has been duly cleared of all accountabilities as of this \_\_\_\_\_.*  
*[date]*

### I. CASH ACCOUNTABILITY

- ☐ All collections/remittances have been liquidated and deposited.
- ☐ No outstanding cash advances remain.
- ☐ Official receipts and accountable forms have been surrendered.

**Verified By:**

\_\_\_\_\_  
(SIGNATURE ABOVE PRINTED NAME OF SK CHAIRPERSON/PUNONG BARANGAY)

### II. PROPERTY ACCOUNTABILITY

- ☐ All barangay property, equipment, and supplies under custody have been turned over.
- ☐ No unreturned or missing items.

**Verified by:**

\_\_\_\_\_  
Barangay Property Custodian / Kagawad on Appropriations

### III. BOOKS AND RECORDS

- ☐ Financial records (cashbooks, ledgers, vouchers, payrolls, disbursement records, etc.) have been turned over to the Punong Barangay/Incoming Barangay Official \_\_\_\_\_.
- ☐ No pending financial reports.

**Verified by:**

\_\_\_\_\_  
SK Secretary

## CERTIFICATION

*Based on the foregoing, the undersigned hereby certify that \_\_\_\_\_, Barangay \_\_\_\_\_ of Barangay \_\_\_\_\_, has been CLEARED of all accountabilities as of \_\_\_\_\_.*

**Prepared by:**

\_\_\_\_\_  
SK/Barangay Secretary

**Noted and Approved:**

\_\_\_\_\_  
Punong Barangay

**Witnesses:**

\_\_\_\_\_  
(SIGNATURE ABOVE PRINTED NAME OF BARANGAY KAGAWAD)

\_\_\_\_\_  
(SIGNATURE ABOVE PRINTED NAME OF BARANGAY KAGAWAD)