

QUARTERLY REPORT OF INCOME For the quarter ending _____

Account Title/ Description of Income (1)	Account Code (2)	Estimated Income Previous Quarter (3)	Estimated Income This Quarter (4)	Total Estimated Income to Date (5)	Actual Income for the Quarter			Total Actual Income to date (9)	Variance		Remarks (12)
					1st Mo (6)	2nd Mo (7)	3rd Mo (8)		Amount (10)	% (11)	

Prepared by:

Certified by:

Municipal Treasurer

Date

Municipal Accountant

Date

INSTRUCTIONS

Column (1) shall refer to the appropriate account classification and nature of the actual Income generated during the period as appearing in column (3) to (9) in accordance with the revised Chart of Accounts for LGUs ,I.e.,

Other taxes

Community Tax

Share from Internal Revenue Collection

Column (2) shall denote the numerical code per Revised Chart of Accounts for LGUs

Column (3) shall indicate the estimated income of previous quarter.

Column (4) shall indicate the estimated income of the current quarter reported based on BLGF reportorial requirements

Column (5) shall refer to the estimated income January to the end of the quarter reported

Column (6) to (8) refers to the actual income realized during the three months of the quarter reported, while column (9) shall indicate the cumulative total of each income category from January 1 to the end of the quarter reported. Sadi total should tally with the income account per trial balance as of given date

Column (10) shall indicate the difference between the estimated income and actual income to date (col. 9 - col. 5)

Column (11) shall indicate the percentage increase/(decrease) in the income (col. 10 / Col. 5)

Column 11 shall refer to additional information/ reasons for material increase or decrease of actual income realized during the period compared with estimates

This report shall be submitted directly to the Local Finance Committee thru the Local Budget Officer on or before the 10th day of the month following the quarter reported