



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF CUSTOMS
MANILA

MEMORANDUM

TO : THE DISTRICT COLLECTORS
ADMINISTRATIVE OFFICERS
DISBURSING OFFICERS
ALL OTHER CONCERNED

FROM : REY LEONARDO B GUERRERO
Commissioner

SUBJECT : MONITORING OF COMPLIANCE TO COMMISSION
ON AUDIT'S REPORTORIAL REQUIREMENTS

DATE : 10 JANUARY 2018



In connection with the COA's reportorial requirements, the Accounting Division, Financial Management Office will conduct port visit to assist and address issues and problems concerning reports.

Relative thereto, you are advised to prepare and update the following:

1. Compliance to Audit Observation Memorandum (AOM)/ Notice of Suspension (NS)/ Notice of Disallowance (ND)/ Notice of Charge (NC)
2. Cashbook/Cash Registry
3. Latest Bank Reconciliation
4. Inventory of Property, Plant and Equipment
5. Statements of Monthly Allocation and Utilization (SMAU)
6. Report of Collection
7. Report of Accountability For Accountable Forms (RAAF)
8. Tax Remittance Advice (TRA)

You will receive notification in advance of the scheduled visits.

For strict compliance.