



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF FINANCE  
BUREAU OF CUSTOMS  
MANILA 1099

MASTER COPY  
*ang*

MEMORANDUM

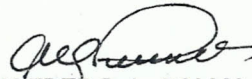
TO : Port/sub-port Accountants  
Disbursing Officers  
Administrative Officers  
All Others Concerned

FROM : The Chief Accountant

DATE : February 4, 2016

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- 1.0 In compliance with the memorandum from the Office of the COA Auditor, you are required to submit the inventory of all bank accounts as of December 31, 2015 maintained by your respective ports using the attached format.
- 2.0 Reports may be submitted via electronic mail (e-mail) to [boc.acctgdivfmo@yahoo.com](mailto:boc.acctgdivfmo@yahoo.com).
- 3.0 Compliance is required within three (03) days from receipt hereof.

  
ALFREDO A. PALMA  
Chief Accountant  
*m*

Cc:  
File  
Office of the COA Auditor

INVENTORY OF BANK ACCOUNTS  
As of \_\_\_\_\_

(1) AGENCY NAME	(2) AGENCY CODE	(3) FUND CODE	(4) ACCOUNT DETAILS			(5) PURPOSE OF MAINTAINING ACCOUNT	(6) LEGAL BASIS FOR ACCOUNT CREATION	(7) BALANCE AS OF DECEMBER 2015	(8) STATUS		(9) UNIFIED ACCOUNTS CODE STRUCTURE (UACS)		(10) REMARKS
			(4.1) ACCOUNT NAME	(4.2) ACCOUNT NO.	(4.3) BANK/BRANCH				(8.1) A - ACTIVE	(8.2) D-DORMANT	(9.1) FUNDING SOURCE (8 DIGITS)	(9.2) ORGANIZATION CODE (UACS) (1.2 DIGITS)	
Department of Public Works and Highways	65702	FUND 101	DPWH-NCR FUND 101	0282-1047-25	LBP-SOUTH HARBOR	Opened as Trust Account - Expropriation Fund	BA 8794		A	73308101	180010300100	To cover payment of affected properties under expropriation.	

Prepared by \_\_\_\_\_  
Agency Account

Verified by \_\_\_\_\_  
Director of Finance

COLUMN

1. AGENCY NAME - Example: Department of Public Works and Highways
2. AGENCY CODE - City code provided by S.F. 1984. Example: 65702
3. FUND CODE - Accounts Fund Code. Example: FUND 101
4. ACCOUNT DETAILS
  - 4.1. ACCOUNT NAME - Name of Agency as opened in Book. EXAMPLE: DPWH-NCR FUND 101
  - 4.2. ACCOUNT NUMBER - Issues by SDB/AGIS. EXAMPLE: 0282-1047-25
  - 4.3. BANK/BRANCH - Bank and branch where account is deposited. EXAMPLE: LBP Intramuros
5. PURPOSE OF MAINTAINING ACCOUNT - EXAMPLE: Opened as Trust Account - Expropriation Fund
6. LEGAL BASIS FOR ACCOUNT CREATION - EXAMPLE: EG/AM/MOA, etc.
7. BALANCE AS OF DECEMBER 2015
8. STATUS
  - 8.1. ACTIVE - If the account is currently used by agency
  - 8.2. DORMANT - If the account has no movement for 5 years refer to EO 411 closure of dormant accounts and SAO 2012-011
9. UNIFIED ACCOUNTS CODE STRUCTURE (UACS)
  - 9.1. FUNDING SOURCE - Funding Source consists of financial resources of the government set aside for specific purposes to finance specific programs and projects of the government. This includes General Fund, Off Budgetary Funds (Retained Income/Receipts and Revolving Funds) and Custodial Funds (Trust Receipts). EXAMPLE: 73308101
  - 9.2. ORGANIZATION CODE - The Organization Code is structured into three segments: 1.) Department, 2.) Agency and 3.) Lower Level Operating Unit/Revenue Collecting Unit. EXAMPLE: 180010300100
10. REMARKS - EXAMPLE: To cover payment of affected properties under expropriation