

VISAYAS STATE COLLEGE OF AGRICULTURE

Baybay, Leyte

OFFICE OF THE PRESIDENT

July 14, 2000

MEMORANDUM NO. 138
Series of 2000

TO : All Department/Office Heads, Directors, Projects Incharge and CSI
Superintendents Including Accountants/Bookkeepers


SUBJECT: **Guidelines and Mechanics on the Utilization of Income
Pursuant to COA Circular No. 2000-02**

Please be informed that COA Circular No. 2000-02 has been issued prescribing the accounting guidelines and procedures on the use of income of SUCs. There is a need, therefore, to institute internal policies and procedures in this regard.

Final decisions shall be made on the classification of income under Fund 161, 163 and 164. Hence, your presence is important so you can interact with the people concerned as to the proper treatment of your income and its utilization.

In this connection, please come to a meeting on July 25, 2000 at the OVPA Conference Room at 8:30 a.m. to discuss the guidelines and mechanics on the use of income as mandated under said COA Circular. Attached are the drafts of the guideline and classification of trust accounts for your reference.

Please come on time.

for 
PACIENCIA P. MILAN *cc*
President *7/14/00*

Accounting Guidelines and Procedures on the Use of Income of SUCs Pursuant to
R.A. No. 8292 Per COA Circular No. 2000-02

1. Salient Provisions of the Circular

- 1.1 All income of SUCs from tuition fees and other necessary charges such as: matriculation fees, graduation fees, laboratory fees, medical and dental fees, library fees, athletic fees and other similar fees shall be deposited in an Authorized Government Depository Bank (AGDB) and constituted as Special Trust Fund (STF) under Fund 164. All interests that shall accrue therefrom shall form part of the same Fund.
- 1.2 In no case shall the STF be used for the payment of salaries and the creation of new positions
- 1.3 The STF shall be used to augment the maintenance and other operating expenses and capital outlays of the university and to pay authorized allowances and fringe benefits to teachers and students who render services to the school.
- 1.4 A special budget for the utilization of the STF shall be prepared by the Budget Officer duly supported by a Certification from the Chief Accountant that sufficient income had been realized, collected and deposited with an AGDB shall be approved by the Board of Regents/Trustees (BOR/T) of the University/College.
- 1.5 The approved special budget shall be the basis of the Chief Accountant in recording appropriations and allotments. The Chief Accountant shall draw a Journal Voucher to set-up the appropriations and record the allotments.
- 1.6 A copy of the approved special budget shall be furnished the DBM and the Accountancy Office, COA within ten days after approval.
- 1.7 Any balance of allotments at the end of the year shall be reverted to the Cumulative Results of Operations-Unappropriated (CROU).
- 1.8 A monthly bank reconciliation statement shall be prepared and submitted to the Accountancy Office, COA pursuant to COA Circular No. 92-125A.
- 1.9 At the end of the year, the Chief Accountant shall prepare a Detailed Schedule of Allotments and Obligations Incurred and Breakdown of Income as supporting schedules of the Preliminary Trial Balance.

2.0 Internal Guidelines

- 2.1 In addition to the operating and service income as authorized (see attached list), only receipts and collections from outside sources shall be considered and treated as income and recorded under STF.

- 2.2 Gross income shall be shared between the operating unit and the college on a percentage basis based on need. The unit shall be notified by the Accounting Office their total income to be budgeted during a certain period. Submission of special budget requests shall be done on a quarterly basis.
- 2.3 No charges to income shall be allowed pending receipt of the approved special budget.
- 2.4 For those services rendered by one unit to another unit of the College, a monthly statement of charges shall be submitted to the Accounting Office for adjustment in allotment and expenditures. This means, that upon receipt of the statement, the accounting clerk incharge of allotments shall deduct from the allotment of the office to be added to the allotment of the servicing unit.

CLASSIFICATION TRUST ACCOUNTS

Per COA/DBM/DOF JC 1-97

Funding Source	Account Code	Account Title	Classification			Remarks
			184	284	164*	
PCARRD	8-84-100-1.3	PCARRD 146		X		
	8-84-100-1.4	PCD.ACIAR LG.0786-0687.002		X		
	8-84-100-1.7	Regl Performance Eval of Forage Pasture Crops		X		
	8-84-100-1.8	RSAS 90.357		X		
	8-84-100-1.10	DPBAB RGPB89.03		X		
	8-84-100-1.12	RJPP92.120		X		
	8-84-100-1.24	R & D Symposium		X		
	8-84-100-1.25	VICARP - PCARRD Counterpart		X		
	8-84-100-1.26	VICARP - PCARRD Special Purpose		X		
	8-84-100-1.27	VICARP Consortium Fund		X		
	8-84-100-1.28	Training & Exhibits		X		
	8-84-100-1.29	PCD.FS.0185-1288-032		X		
	8-84-100-1.30	CTTP		X		
	8-84-100-1.31	Field Eval of Paecilomuces Lilacinus..		X		
	8-84-100-1.32	Documentation... Coco Production		X		
	8-84-100-1.33	Enhancing the Role of Phil 2000		X		
	8-84-100-1.34	OYS-ON-THE-GO Program		X		
	8-84-100-1.35	Integrated Socio-econ & Market Study		X		
	8-84-100-1.36	Identification, characterization....FSB Program		X		
	8-84-100-1.37	Farmers Info & Technology Services (FITS)		X		
DOE	8-84-100-2.1	Non-Con SA 122-87		X		
		ANEC - 101T		X		
DA-PCC	8-84-100-3.1	PCC		X		
DA-BAR	8-84-100-10.12	Participating Watershed Approach....in So. Leyte		X		
DA	8-84-100-10.15	CIRDUP DA-7		X		
DOST	8-84-100-4.5	Establishment of cassava-based feedmill in Camotes		X		
	8-84-100-8.1	MSTAP		X		
	8-84-100-10.6	Application of Established Drying...High-valued Dried		X		
PCA	8-84-100-10.7	CIIF		X		
PhilRice	8-84-100-5.1	DPP-Insect & Disease Screening		X		
	8-84-100-5.4	Population Dynamics...Rice Bug in RO 8		X		
	8-84-100-5.5	Upland Rice Research Consortium		X		
	8-84-100-5.6	Technical Adaptation Program		X		
	8-84-100-5.8	ViSCA-Effects of Soil Amendments...in Onion		X		
CHED	8-84-100-10.13	CHEDRO VIII - Computerization Program		X		
	8-84-100-13.1	CHEDRO VIII - Higher Ed Development Program		X		
NAPHIRE	8-84-100-10.9	NAPHIRE		X		
	8-84-100-10.1	NFTA.LE.0387-0288.00.01		X		
	8-84-100-10.4	DPBAB-NSTA-IBP Grant		X		
	8-84-100-4	PRCRTC Funds		X		
	8-84-100-4.2	PRCRTC-ISP		X		
	8-84-100-4.3	PRCRTC Dollar Account		X		

Funding Source	Account Code	Account Title	Classification			Remarks
			184	284	164*	
	8-84-100-5.1	ASSP Scholars	X			
	8-84-100-6	Research Administrative Cost	X			
	8-84-100-6.1.25	VICARP Administrative Cost	X			
	8-84-100-6.10.15	CIRDUP Administrative Cost	X			
	8-84-100-7	Dollar Account (Conversion to peso)			X	
	8-84-100-9.1	R & E General				Review status
	8-84-100-9.1.2	RSHO 094.302				- do -
	8-84-100-9.1.3	Locally-Grown Vegetable Seeds				- do -
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	8-84-900-1.7	Student Deposit	X			
	8-84-900-1.21A	National Government Scholars	X			
	8-84-900-1.22	WSSF Scholars	X			
	8-84-900-1.23	PARRFI	X			
	8-84-900-1.25	KTTI Foundation Scholarship	X			
	8-84-900-1.25A	ERAP Scholars	X			
	8-84-900-6.2	SSU			X	
	8-84-900-6.2A	TESDA		X		
	8-84-900-6.2B	TESDA Driving	X			Verify source
	8-84-900-25.15	VISCA-GTZ		X		
	8-84-900-25.16	AGREED		X		
	8-84-900-26	SNPL	X			
	8-84-900-1.1	Miscellaneous (GSP,BSP, etc)	X			
	8-84-900-1.2	Amaranth	X			
	8-84-900-1.3	Cultural Fee			X	
	8-84-900-1.4	Graduation Fee			X	
	8-84-900-1.5	Insurance	X			
	8-84-900-1.6	Fees for Requested Subjects			X	
	8-84-900-1.8	ROTC	X			
	8-84-900-1.9	College Student Supreme Council	X			
	8-84-900-1.11	PHILAMLIFE	X			
	8-84-900-1.12	CAP	X			
	8-84-900-1.13	VISCA COOP	X			
	8-84-900-1.14	VACCU	X			
	8-84-900-1.15	VEAM	X			
	8-84-900-1.16	FIMFS	X			
	8-84-900-1.17	ILAC	X			
	8-84-900-1.18	GREPALIFE	X			
	8-84-900-1.19	PPSTA	X			
	8-84-900-1.28	Charity	X			
	8-84-900-1.35a	Adm. Bldg			X	For verification
	8-84-900-1.36	VISVI	X			
	8-84-900-1.37	Gen Adm Cost	X			
	8-84-900-1.37a	Plans & Specifications			X	

Funding Source	Account Code	Account Title	Classification			Remarks
			184	284	164*	
	8-84-900-1.38	Adm Staff/Dev Training Fund			X	
	8-84-900-1.38A	Review Classes			X	
	8-84-900-1.40	Security Gate Pass			X	
	8-84-900-2.1	DAC-FS Res. & Extension			X	
	8-84-900-3.1	DAEAM Review			X	
	8-84-900-3.1A	Installation of Computer DAEAM			X	
	8-84-900-4.1	DASS Services			X	
	8-84-900-4.2	DASS Res. & Extension			X	
	8-84-900-5.1	DASVM Services			X	
	8-84-900-5.2	DASVM Res & Extension			X	
	8-84-900-6.1	Toga Rental			X	
	8-84-900-7.1	DOH Services			X	
	8-84-900-7.2	DOH Res & Extension			X	
	8-84-900-8.1	DPBAB Res. By-products			X	
	8-84-900-8.3	DPBAB Services			X	
	8-84-900-9.1	Athletic Fee			X	
	8-84-900-9.2	DPE Equipment Services			X	
	8-84-900-11.1	Tiller	X			
	8-84-900-11.2	FFP/FAHP	X			
	8-84-900-11.3	HS Student Organization/Club	X			
	8-84-900-11.4	HS Scholarship Exam Fee			X	
	8-84-900-11.5	ERHS Miscellaneous	X			
	8-84-900-11.6	Summer School Fee			X	
	8-84-900-12.2.1	NRCCTP - DA Albay			X	Verify status
	8-84-900-12.2.2	NRCCTP - DA Banaue			X	- do -
	8-84-900-12.2.3	NRCCTP - DA Tiaong			X	- do -
	8-84-900-12.2.4	NRCCTP - DA Ipil			X	- do -
	8-84-900-12.2.5	NRCCTP - DA Dalwangan			X	- do -
	8-84-900-12.2.6	NRCCTP - UPLB			X	- do -
	8-84-900-12.3	PRCRTC Publication/Training			X	
	8-84-900-12.4	PRCRTC General Services			X	
	8-84-900-12.5	PRCRTC Res. & Ext Products			X	
	8-84-900-13.1	NARC Services			X	
	8-84-900-14.1	RCRC Services			X	
	8-84-900-14.2	RCRC Res & Extension			X	
	8-84-900-15.1	FARMI Services			X	
	8-84-900-16.1	CSR Services			X	
	8-84-900-16.2	CSR Res & Extension			X	
	8-84-900-17.1	ATR			X	
	8-84-900-17.2	ODREx Services			X	
	8-84-900-18.2	PCARRD.RM.07/VICARP		X		
	8-84-900-19.1	EPRD/OGS Services			X	
	8-84-900-19.2	ViSCA Open University			X	
	8-84-900-19.3	OVPA Training			X	

Funding Source	Account Code	Account Title	Classification			Remarks
			184	284	164*	
	8-84-900-19.4	Massive Upgrading			X	
	8-84-900-20.1	Library Books Deposit	X			
	8-84-900-20.2	Library Services			X	
	8-84-900-21.1	OSA Testing Fee			X	
	8-84-900-21.2	OSA Services			X	
	8-84-900-21.3	COCOFED Dorm	X			
	8-84-900-21.5	College Dorm Income				Fund 163
	8-84-900-21.6	Student Handbook			X	
	8-84-900-22.1	College Dorm Income				Fund 163
	8-84-900-22.2	HS Entrance Fees			X	
	8-84-900-23.1	PPO Services			X	
	8-84-900-24.1	Diploma Fee			X	
	8-84-900-24.1	Service Fee/Foreign Student			X	
	8-84-900-24.3	Registrar Services			X	
	8-84-900-25.1	VSD - Supplies			X	
	8-84-900-25.2	VSD - Fuel			X	
	8-84-900-25.3	EDPC Computer Services			X	
	8-84-900-25.4	LUPDU			X	
	8-84-900-25.5	Donation - Electric			X	
	8-84-900-25.5	Stall Rental			X	
	8-84-900-25.6A	Stall Rental (Anniversary Booths)			X	
	8-84-900-25.7	Ag Chem Trust			X	
	8-84-900-25.8	DYAC Trust Fund			X	
	8-84-900-25.9	Accounting Xerox			X	
	8-84-900-25.10	ViSCA Infirmary				Fund 163
	8-84-900-25.11	NNC-LAKASS Program	X			
	8-84-900-25.13	ViSCA Pavilion				Fund 163
	8-84-900-25.14	Instructional Lab Farm				Fund 161
	8-84-900-25.16.1	NARC (strip machine)			X	
	8-84-900-25.17.10	IMDC			X	
	8-84-900-25.17.10A	IMDC (Flat Rate)			X	
	8-84-900-25.17.10B	IMDC (Dorm)			X	Fund 163
	8-84-900-27	Scholars	X			
	8-84-900-28	Use of Income - Administration			X	
	8-84-900-28R	Use of Income - Registrar			X	
	8-84-900-28A	Use of Income - Accounting			X	
	8-84-900-28C	Use of Income -Cash Division			X	
	8-84-900	Retention, Refund and Others	X			

SOURCE OF INCOME

I – Operating and Services Income

A. Government Services

Tuition Fees
Laboratory Fees
Registration Fees
Matriculation Fees
Entrance Fees
Medical/Dental Fees
Library Fees
Athletic Fees
ROTC Fees
Diploma/Certificate
Alien Fees
Transcript
Internship Fees
Cultural Fees
Guidance/Counseling Fees
Student Affair Fees
Identification Cards
Dropping/Change of Subject Fee
School/College Organ Fee
Testing Material Fee
Removal Fees
Graduation Fees

B. Government Business Operations

Production Income

Poultry
Piggery
Cafeteria/Tea Room and/or Canteen
Operation
Other Income-Producing Projects (Please
Specify)
Net Profit from Agricultural/Industrial Products
(only when Revolving Fund is being
maintained)

Rent

Store/Stall
Building
Residential
Cottages (Dormitories)
Swimming Pool
Gymnasium
Track and Field Oval
Mini-Theater
Tennis Court
Textbooks

Caps

Other School Facilities (Please specify)

C. Rent (earned for Lease to private parties)

Land
Buildings
Machinery and Equipment

D. Interests

Interest on Deposits

E. Fines and Penalties

Late Registration
Late Delivery of Supplies and Materials
Contractor's Fees
Overdue Books
Others

F. Miscellaneous Income

Related Learning Experience Fee
Miscellaneous Income other than the above
enumerated income accounts

II – Income from Public Enterprises/Investments

Interest Income on Loans
Dividends from Investments on Stock
Royalties from Concession and/or Use of
Patented or Copyrighted Materials
Interest Income on Investments on Marketable
Security

III – Miscellaneous Income

Sale of Scrap Materials
Sale of Waste Materials
Net proceeds from Sale of Supplies as provided
for in Section 572 of RAC
Other Income not Included in the Income
Accounts Previously Enumerated

IV – Capital Revenue

Sale of Scrap Materials
Sale of Fixed Assets (fully depreciated and
no longer serviceable)
Sale of Intangible Assets (Sale of Patents,
Copyrights and Trademarks)

CLASSIFICATION OF RECEIPTS AND INCOME

1. General Fund (Fund 101) – All fees, charges, assessments, other receipts or revenues collected by departments, bureaus or agencies in the exercise of their regular or normal function. Other sources are: Interest and other income earned on deposits from revolving and trust funds, net income from the operation of auxiliary services, and excess from seminar and conference fees.
2. Revolving Funds – Revolving funds shall be established and maintained only in cases where said funds are expressly authorized by law:
 - 2.1. *Revolving Fund for School Agricultural Operations (Fund 161) – Revolving fund out of income realized from agricultural projects embraced under the food production program. Particular emphasis shall be given to protein sources and legumes, cassava, seguidillas, mongo, soya beans and where suitable, fruit trees, fish, cattle, hogs, poultry, goats and other food sources (NBC No. 331).*
 - 2.2. *Revolving Fund for SUCs Auxiliary Services Operations (Fund 163) – Revolving fund out of receipts from auxiliary services such as canteen operations, dormitory/hostel operations, printing press and infirmary of SUCs. At the end of the year, only the initial working capital shall be retained (DBM Circular Letter No. 92-8).*
3. Trust Funds (8-84-000) – Receipts which come into the possession of agencies which are fiduciary in nature and intended for specific purpose such as:
 - 3.1. *Extra or additional compensation received or collected from a government office or private firm for services rendered by a government official or employee as part of or in addition to his regular duties or functions.*
 - 3.2. *Receipts arising from fees, contributions and deposits from government agencies, private individuals/entities such as:*
 - 3.2.1 *collections from student intended for student organizations, council, sororities, fraternities, clubs and similar organizations provided such organizations are not given government fund support.*
 - 3.2.2 *collections for student school organs, newsletters, gazette and other publications including publication of graduate thesis, provided such activities are not given government funds.*
 - 3.2.3 *collection from student in relation to activities authorized/ sponsored by other government agencies/programs within the college, e.g. YCAP fees, MATEA fees and similar fees, provided such activities are not given government funds support.*
 - 3.2.4 *collections from specific classes of students for payment of obligations/contributions to agencies outside the college, e.g. affiliation fees, miscellaneous fees such as Boy/Girl Scout, Red Cross, Anti-TB fund drive, etc.*
 - 3.2.5 *student's refundable deposits for losses, damages, etc.*

- 3.2.6 funds from other agencies the purposes of which are intended for research projects and short courses.
- 3.2.7 receipts from consultancy of faculty members.
- 3.3. One percent (1%) of the total collection from tuition fees for one semester/summer for refunds of tuition fees and rollbacks due to overassessment, discounts, decrease in unit load or dissolution of classes, provided that any unclaimed amount at the end of the school semester/summer shall revert to income of the General Fund.
- 3.4. Grants-in-aid/contribution given one office or agency to another for research, development, educational, scientific and other technical studies/projects, including specific share of participating agencies in the cost components of interrelated, integrated or inter-agency projects.
- 3.5. Performance bonds, bidders bond, guaranty bonds, cash bonds and all bonds required by law, rules and regulations to be posted to ensure the faithful performance of an activity or undertaking.
- 3.6. Collection from government officials and employees for payment of obligations/contributions to charitable institutions and/or civic organizations such as anti-TB fund drive, Red Cross, Boy/Girl Scout, etc.
- 3.7. Deposits or advances received from a government office or private entity by another government office or agency for services to be rendered or goods to be delivered to such office or private entity which may take any of the following forms:
 - 3.7.1 bid deposits for the sale/rental of government properties including publication deposits in connection with such bidding.
 - 3.7.2 amounts received to cover the cost of computer services, binding services, production and fabrication of furniture or equipment, reproduction of documents, and similar services.
 - 3.7.3 amounts received to cover expenses to be incurred in giving special written examination not normally conducted by the Civil Services Commission.
 - 3.7.4 amounts received from insurance companies to finance the commitments of such firms in case of default in payment of liabilities to third parties.
- 3.8. Proceeds from seminar and conferences fees provided that upon the conclusion of the seminar or conferences, any excess therefrom shall be remitted to the National Treasury: provided, further, that no appropriation authorized in the GAA shall be used to support or augment expenses for seminars or conferences.