

Pursuant to the DILG Memorandum Circular NI. 2014-18 dated July 15, 2014, the following are the financial documents to be posted in conspicuous places within your area of responsibility, to wit:

| FINANCIAL DOCUMENT/S | DESCRIPTION | FREQUENCY OF POSTING |
|---|---|--|
| 1. Annual Barangay Budget | Information detail on estimates of yearly income and the total appropriations covering personal services, maintenance and other operating expenses and capital outlay. | Annual (should remain posted all year round) It shall be posted at the beginning of the specified fiscal year and shall remain posted for the period covered. (See annex 1) |
| 2. Summary of Income and Expenditure | Pursuant to Sec 352 of the LGC of 1991. Summary of all revenues collected and funds received including the appropriations and disbursement of such funds during the preceding fiscal year. | Shall be posted of the entire durations of the specified fiscal year. (see annex 2) |
| 3. 20% Component of IRA utilization | Information detail of the yearly barangay expenditures on social development, economic development and environmental management and other barangay expenses using the Barangay IRA share. | Shall be posted at the beginning of the specified fiscal year and shall remain posted for the entire period covered (see annex 3) |
| 4. Annual Procurement Plan or Procurement List | Information detail on the name of project, individual Item or article and specification or description of goods and services, procurement method, fund source, unit price or estimated cost or approved budget for the contract and procurement schedule. | It shall be posted for the entire period of the fiscal year (see annex 4) |
| 5. List of Notices of Award | Information detail on the name of project, business address, brief description of goods and services required by the barangay, address of recipient of goods or services and amount of bid. | It shall be posted quarterly and shall remain posted for the entire period of the fiscal year. If available, the actual Notice of Award shall be posted under the list of Notices of Awards (see annex 5) |
| 6. Itemized Monthly collections and disbursements | Report on all collections and disbursements of barangays | Shall be posted within ten (10) days following the end of every month by the barangay treasurer pursuant to Sec. 513 LGC of 1991. All preceding monthly documents shall remain posted under subsequent monthly documents for reference (annex 6) |