

PROGRAM OF MONTHLY INCOME
CY 2012
(In ThousandPesos)

BED No. 4

Department :
Agency /OU :
Fund :

| CLASSIFICATION / SOURCES OF INCOME | LEGAL BASIS | CY 2011 INCOME | CY 2012 PROGRAM | | | | | | | | | | | | TOTAL |
|---------------------------------------|----------------|-------------------|-----------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|---------|
| | | | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC | |
| (1) | (2) | (3) | (4) | | | | | | | | | | | | (5)=(4) |
| NONE | | | | | | | | | | | | | | | |

Prepared by:

Approved by:

Chief Accountant

Budget Officer

Head of Agency or Authorized Representative

Date:

Date:

Date:

INSTRUCTIONS

The Program of Monthly Income (PMI) shall reflect the estimated income of agencies/OUs for the current year, as contained under the Budget of Expenditures and Sources of Financing (BESF) of the given year, broken down by month. This shall be prepared by fund (General Fund, Special Account in the General Fund, etc). This shall reflect the following:

- Column 1** Income classification as to tax or non-tax and the sources (i.e., Tax on Domestic Goods and Services, Tax on Net profits, Permits and Licenses, Service Income, Business Income, etc). The classification and sources of the estimated income as reflected in this report shall be consistent with the 2012 BESF.
- Column 2** Legal basis authorizing the income collections.
- Column 3** CY 2011 collections deposited with BTr, composed of actual revenues for the period Jan. 1 to Nov. 30, 2011 and estimated revenues for December 1 to 31, 2011.
- Column 4** Estimated income of agencies/Ous for the current year (2012), as contained under the Budget of Expenditures and Sources of Financing (BESF) of the given year, broken down by month.
- Column 5** Total estimated monthly income collections for the year which should tally with annual income estimates for the current year per BESF.

This document shall be submitted to DBM **on or before December 22 of each year**. Thus, the CY 2012 EMI shall be due for submission on December 22, 2011.

LIST OF NOT YET DUE AND DEMANDABLE OBLIGATIONS

As of December 31, CY _____

In Thousand Pesos

BED NO. 3-A

DEPARTMENT : _____
 AGENCY /OU : _____
 Fund : _____

| C R E D I T O R | | FORECAST WHEN COMMITMENTS/OBLIGATION SHALL BECOME ACCOUNTS PAYABLE | | | | | |
|-------------------------------|---|--|---|---|--|---------------------------------|--|
| NAME (1) | COMMITMENTS / OBLIGATIONS (BALANCE/AMOUNT) (2) = (7)+(8) | Within 360 days (1 YEAR) | | | | | Beyond 360 days (Over 1 YEAR) (8) - col. 2-7 |
| | | 91 days & below Jan. 1- March 31 (3) | 92 - 180 days April 1-June 31 (4) | 181-270 days July 1-Sept 30 (5) | 271-360 days Oct. 1-Dec 31 (6) | TOTAL (7) = cols. 3 to 6 | |
| I. INTERNAL CREDITORS | | | | | | | |
| Personal Services | | | | | | | |
| | | | | | | | |
| MOOE | | | | | | | |
| | | | | | | | |
| Capital Outlay | | | | | | | |
| | | | | | | | |
| II. EXTERNAL CREDITORS | | | | | | | |
| Personal Services | | | | | | | |
| | | | | | | | |
| MOOE | | | | | | | |
| | | | | | | | |
| Capital Outlay | | | | | | | |
| | | | | | | | |
| III. GRAND TOTAL | | P | P | P | P | P | P |

Certified Correct:

Budget Officer
 Date :

Approved:

Head of Agency or Authorized Representative
 Date:

INSTRUCTIONS

- This document shall reflect the level of obligations/expenditures of the agency/OU charged against prior years' budget, for which, goods/services/projects have not yet been delivered/rendered/completed and accepted as of the end of the preceding year. This form shall be used by DBM as basis for determining the cash requirements of these prior years' obligations/expenditures which will become due and demandable (or accounts payable) during the current year. This report shall be submitted to DBM, 8 days before the start of the year.
- Separate report shall be prepared by fund (i.e., General Fund, Special Account in the General Fund, etc.) .
- Column 1** shall reflect the name of specific creditors classified accordingly into internal and external, as well as the allotment class of the covering obligations.
- Column 2** shall reflect the amount/balance of obligations/commitments, for which, no corresponding goods/services/projects have been delivered/rendered/completed and accepted as of end of the immediately preceding year. These information shall include **actual data as of November 30** sourced from the agency's/OU's Registry(ies) of Allotments and Obligations maintained separately for PS, MOOE and CO and **estimated data for December 1 to 31**.
- Columns 3 to 7** shall reflect the forecast or estimated period when these prior years' obligations/expenditures will become due and demandable (or A/Ps) during the current year. The total estimated amount for A/P per Column 7 shall be included in the Monthly Cash Program (BED No. 3) under PY Budget - Not Yet Due and Demandable Obligations.
- Column 8** shall reflect the estimated obligations/expenditures which will become due and demandable (A/P) beyond the current year i.e., over one (1) year.
 For CY 2012, this document shall be submitted to DBM on or before **December 22, 2011**.