

ESTIMATE OF MONTHLY INCOME

FY 2011

(In Pesos)

Department : _____

Agency/OU : _____

Fund : _____

CLASSIFICATION / SOURCES OF INCOME	LEGAL BASIS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
		NONE												
TOTAL														

Prepared by:

Approved by:

Date:

Date:

INSTRUCTIONS

1. The Estimate of Monthly Income 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) and submitted to the DBM on or before February 15 of each year.
2. 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) shall be indicated in the first column. The classification and sources of the estimated income as reflected in this report shall be considered with the BESF.
3. The legal basis authorizing the income collections shall be reflected in the second column.
4. The total of the estimated monthly collections should tally with total income estimates for the current year per BESF of the given year.