

THE NEW GOVERNMENT ACCOUNTING SYSTEM MANUAL

For Local Government Units

Chapter 1. INTRODUCTION

Sec. 01. Objectives of the Manual. – The New Government Accounting System Manual presents the basic policies and procedures; the new coding system and chart of accounts; the accounting books, reports/forms and financial statements, and illustrative accounting entries to be adopted by all local government units effective January 1, 2002. The objectives of the Manual are to prescribe the following:

- a. Uniform guidelines and procedures in accounting for government funds and property;
- b. New coding structure and new chart of accounts; and
- c. New accounting books, reports/forms, financial statements and accounting entries.

Sec. 02. Coverage. – This Manual shall be used by all local government units (LGUs).

Sec. 03. Legal Basis. – This Manual is prescribed by the Commission on Audit pursuant to Article IX-D, Section 2 par. (2) of the 1987 Constitution of the Republic of the Philippines which provides that:

"The Commission on Audit shall have exclusive authority, subject to the limitations in this Article, to define the scope of its audit and examination, establish the techniques and methods required therefor, and promulgate accounting and auditing rules and regulations, including those for the prevention and disallowance of irregular, unnecessary, excessive, extravagant, or unconscionable expenditures, or uses of government funds and properties". (underscoring supplied)

Chapter 2. BASIC FEATURES AND POLICIES

Sec. 04. Basic Features and Policies. – The new government accounting system has the following basic features and policies, to wit:

- a. **Accrual Accounting.** A modified accrual basis of accounting is used. Under this method, all expenses shall be recognized when incurred. Income shall be on accrual basis (e.g. Share from Internal Revenue Collections) except for transactions where accrual basis is impractical (e.g. Market Fees) or when other methods may be required by law.
- b. **One Fund Concept.** This system adopts the one fund concept. Separate fund accounting shall be done only when specifically required by law or by a donor agency or when otherwise necessitated by circumstances subject to prior approval of the Commission. As required under Sections 308, 309 and 310 of the Local Government Code, separate books shall be maintained for the General Fund, Special Education Fund and Trust Fund.
- c. **Special Accounts in the General Fund.** Special accounts in the General Fund complete with subsidiary ledgers, shall be maintained for the following:

- I. Public utilities and other economic enterprises;

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