
	QUALITY MANUAL	Document Code:	2017.QM.CDQ.001 ✓
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	Annex 4.3 Process Map Finance Management	Issue No.:	1 ✓
		Revision No.:	2
		Date Prepared:	05 August 2022 ✓
		Date of Effectivity:	01 OCT 2022 ✓

SOURCE OF INPUTS (PREDECESSOR PROCESSES e.g. at providers (internal or external) at customers, at other relevant interested parties)	INPUTS (MATTER, ENERGY INFORMATION, e.g. in the form of materials, resources, requirements)	ACTIVITIES	OUTPUTS (MATTER, ENERGY INFORMATION, e.g. in the form of product, service, decision)	RECEIVER OF OUTPUTS (SUBSEQUENT PROCESSES, e.g. at customers (internal or external), at other relevant interested parties)
Other Government Agencies Other Departments / Divisions / Units / Offices within LRTA Government / Private Institutions	Historical Data ✓ Financial Data and other Reports ✓ Annual Procurement Plan ✓ ISSP ✓ Training Program ✓ Government Issuances / Policies / Guidelines ✓ Official Gazette ✓ Office / Information Technology Equipments ✓	Budget Preparation, Consolidation and Approval ✓ Budget Execution ✓ Budget Control, Monitoring and Reporting	Corporate Operating Budget ✓ Budget Estimates ✓ Briefing Materials for Budget Hearings, Board Meetings, Coordination Meetings ✓ Signed Budget Utilization Slips ✓ Signed Action Slips for Budget Realignment ✓ Certification of Funds Availability (CFA) ✓ Budget Utilization Reports(BUR) ✓	Other Government Agencies ✓ (e.g. GCG, DBM / DOF / DOTr / MMDA / Congress / Senate / COA) Board of Directors ✓ Top Management ✓ Employees ✓ Contractors / Suppliers ✓ Other Departments / Divisions / Units / Offices within LRTA ✓ Local Government Units for Right of Way Acquisition ✓

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	Office Supplies ✓ Manpower ✓ Internet ✓ Budgetary Methods / Strategies / Measures ✓		Reportorial Requirements (e.g. Financial Accountability Reports, Budget Execution Documents, Statement of Allotment, Onligations, Utilizations and Balances, Status of Subsidy, Loan Status Report etc.) ✓	Other Oversight Bodies ✓
Government Agencies ✓ Employees ✓ Department / Division / Unit ✓ Depository Banks ✓	Approved BUS and Disbursement Vouchers with complete supporting documents ✓ Report of Collections and Deposits ✓ Report of Checks Issued ✓	Processing of Disbursement Vouchers Financial Recording and Reporting	Certified Disbursement Vouchers ✓ Approved Journal Entry ✓ Vouchers ✓ Certified Financial Statements ✓ Certified Books of Accounts ✓	Office of the Administrator or his authorized signatory ✓ Treasury Division ✓ Government Agencies ✓ Department / Division / Unit ✓ Top Management ✓ Board of Directors ✓

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	Report of Credit / Debit Advices BTR Advances / Status of BTR Advances Bank Statements Waste Material Report Inventory and Inspection Report of Unserviceable Property Annual Physical Inventory Report Materials Consumption Report		Certified Schedules / Reports Updated Subsidiary Ledgers Updated Ledger Cards of Inventories and Property Plant and Equipment Updated General Ledger Certified Bank Reconciliation Statements Certified Inventory Reconciliation Report Other Certified Reports required by Other Government Agencies	COA ✓



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Fare Revenue Operations Group	Validated Deposit Slips for Rail Revenue collected	Reconciliation and preparation of various reports on a daily and monthly basis	Reconciled amount of deposits and updated passbook. Timely and accurate reliable reports.	Board, Management, Accounting Division and COA
Human Resources Management Division	Payroll Register	Preparation of Letter of Instruction/ Authority to Debit Account for fund transfer to payroll account	Release of salaries and benefits	LRTA Officials and Employees/Consultants/Contract of Service
HRM Division Treasury Division	Employee's Clearances Paid Salaries, Allowances and other benefits Paid Claims on Goods and Services	Determination of accountabilities Remittance of Statutory Obligations	Signed clearance Certified Remittance Lists and Disbursement Vouchers Certified Certificate of Remittances Certified Alphabetical List of Employees from Whom Taxes were Withheld	LRTA Officials and Employees PHIC GSIS HDMF BIR Employees Suppliers/Contractors



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			Certified BIR Form 2316 Certified BIR Forms 2307 and 2306	
Administrator or duly authorized representative	Duly approved Disbursement Voucher with supporting documents	Check preparation, approval and issuance of check.	Duly signed checks	Payees
		Over the counter and electronic remittances of contributions, loan payments and tax payments.	Loan payments. Government contributions and tax payments remitted	BIR, GSIS, HDMF, Philhealth
	Settlement File Form (SFF) Report with duly approved DV and BUS	Preparation and approval of LOI for RTGS, LOI Fund Transfer and LBP Application Form for MC and RTGS	Settlement documents for the amount due to/from AFPi	AFPi/LRTA
Various LRTA Offices	Cash and financial instruments	Safekeeping of cash and financial instruments	Safe and secured cash and financial instruments	PMOs, Employees, Procurement, Engineering, Legal Department



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Bank/Creditors	Billing Statement Bank Notices	Preparation of DV/BUS/LOI and accomplishment of bank forms	Duly approved and validated LOI and bank forms	BTR/Depository Bank Other LRTA offices
	Letter of Proposal/Offer	Preparation of LOI for new and rollover of investment/HYSA	Prompt rollover/ release of funds/ additional funds for investment	LBP/DBP/PNB
Lessees / Contractors / Supplier / Organizers /AFPI / Employees	Issuance of Official Receipt/ Acknowledge Receipt. Validated Deposit Slips for Non-Rail Revenue (payment of rental fees and utilities)	Reconciliation and preparation of various reports on a daily and monthly basis	Reconciled amount of deposits and updated passbook Duly signed reports	Board, Management, Accounting Division and COA Payors
	Lease Contracts/Agreements Approved Lease Concept and Rate Cost Tabulation / Computation	Preparation and issuance of billing notice and statement of accounts (SOA) Preparation of Order of Payment (OP) Active collection call and follow-up of rental payments	90% -100% Collection Efficiency Rating On-time collection of lease rentals and power & water consumption	LRTA / and other LRTA Offices GCG LRTA Board



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	of Short-term Lease or Promotional Activity & Filming			
Concessionaire/ Lessee/ PMOs/ Asset management Division/ Legal Department/ Procurement Division/ Engineering Department/ Business Development Division	Memorandum/ Letter/ Transmittal Form. Transfer Certificate of Title Bank Guarantee/ Performance Bond/ Surety Bond/ Letter of Credit/ General Liability Insurance Policy	Preparation and Approval of Security Receipt In (SRI) and Security Receipt Out (SRO) Physical Inventory	Duly approved SRI/SRO Inventory Report Rental of Safe Deposit Boxes	COA Billing and Collection/ Accounting Division/ Procurement Division/ Asset Management Division/ Legal Department/ Engineering Department/ Depository Banks



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Public Relations Division/ Station Operations Division	Memorandum /Unclaimed Lost & Found Cash and Non- cash items classified	Physical inventory Report Safekeeping inside vault	Inventory Report	COA, Finance Manager, Internal Audit


Controls and Check Points:
(Possible controls and check points to monitor and measure performance)

IPCR, OPCR, Budget Utilization Reports,
Variance Analysis, Annual Reports, GCG
Scorecards, Financial Reports / Statements / DV
Monitoring Report / Logbooks



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