

BOY SCOUTS OF THE PHILIPPINES
National Office
Manila

29 August 2014

NATIONAL OFFICE MEMORANDUM

Number 53 **s. 2014**

TO : **All Regional Scout Directors/Council Scout Executives/Officers-in-Charge**

SUBJECT : **Addendum to BSP NO Memorandum No. 34, Re: Significant Changes on Scout Membership Registration Procedures**

In compliance with Audit Observation Memorandum No. 2014-022 (2013) dated 09 June 2014 of the Resident Auditor (COA) and in conformity with Section 68, Volume I, Government Auditing Rules and Regulations (GAAM) which provides that "collecting officers shall submit daily records of receipts together with the supporting documents, to the Chief Accountant and the official assigned to the daily recording of the transaction in the books of accounts shall turn over the receipts and supporting documents to the Audit Team within ten (10) days after receipt of such records and documents, the following reports shall be required to be accomplished and submitted to the National Office, viz:

1. The Local Councils shall submit to the Regional Office the following required reports every 5th day of the following month:

- a. Membership Registration and Statistical Report (MRSR);
- b. Daily Collection on Reports and Deposits (DCRD) (*in replacement of the Daily Collection Report*):
 - Ensure that each duplicate copy of the Official Receipt (OR) and bank deposit slips are attached to the corresponding Application for Unit Registration (AUR) *National Office copy*;
- c. Cash Receipts and Deposits Journal (CRDJ) (*in replacement of Council Report on AUR Form*);
- d. Report of Accountability on Accountable Form (RAAF). This report will effectively monitor, safeguard and properly account all accountable forms (e.g. Official Receipts AUR, AAR, ASR, Membership cards); and
- e. Correlation of Accountable Forms per Transaction.

2. The Regional Office shall ensure that all required reports of the Local Councils are complete, properly checked and verified before submission of the same to the National Office on or before the 15th day of the following month.

In order to facilitate efficiently the submission of the aforementioned reports, we are providing you the attached Procedure in Reporting BSP Membership Registration, DCRD, CRDJ, RAAF Forms and Correlation of Accountable Forms per Transaction for your reference and guidance.

Should you have some queries and concerns regarding these changes or any concern regarding Membership Registration Procedures, please feel free to contact the Finance Division at telephone number (02) 528-0571 loc. 424 and look for Mrs. Reslie B. Mendoza, Bookkeeper.

Please be guided accordingly.


WENDEL E. AVISADO
SVP and Acting Secretary General