

BOY SCOUTS OF THE PHILIPPINES
National Office
Manila

02 December 2014

MEMORANDUM

TO : All Operating Groups

SUBJECT : **FUNDING OF ALL BSP EXPENSES FOR THE CALENDAR YEAR 2014 and LIQUIDATION OF CASH ADVANCES**

In compliance with existing government auditing and accounting rules and regulations, all Operating Groups are required to submit the following on or before **10 December 2014**:

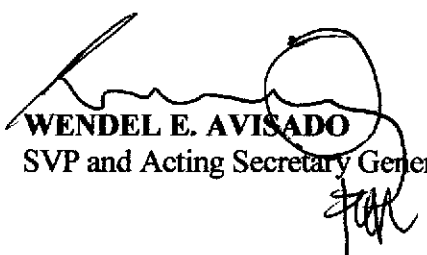
1. Complete documents of expenses already incurred but not yet paid for the Calendar Year 2014 which includes mandatory expenses like rent, telephone, utility bills and claims for reimbursements especially for travels, meals for meetings, supplies, labor for repairs and gasoline expenses; and
2. All Purchase Requests (PRs) and Purchase Orders (POs) for supplies and repairs and maintenance for BSP properties for CY 2014.

These are needed to ensure that all expenses for CY 2014 are properly funded and/or obligated.

Likewise, this is to remind you of the liquidation of all your outstanding cash advances for calendar year 2014 in compliance with COA Circular No. 97-002 which states that all cash advances shall be fully liquidated before the end of the year and any unexpended balance shall be refunded to the Cashier or Collecting Officer.

Failure to liquidate cash advances within the prescribed period shall constitute a valid cause for the withholding of his/her salary.

For your information, guidance and strict compliance.


WENDEL E. AVISADO
SVP and Acting Secretary General