

FUNCTIONAL STATEMENT, OBJECTIVES AND EXPECTED RESULTS

Office/Department : OFFICE OF THE CITY TREASURER
 Budget Year: : 2012

I. FUNCTIONAL STATEMENT

1. Collection of Taxes, local and national pursuant to existing rules, laws and ordinances, custodian of local as well as fiduciary funds and take charge in the proper disbursement thereof.
2. Advises local and national officials concerned on the proper disposition of funds arising from all sources.
3. Exercises direct supervision in the collection of all taxes arising from Naga City Public Market and Satellite Markets.
4. Act as Deputy of the Commission on Election concerning election referenda.
5. Perform such other functions as mandated by the Local Government Code.

II. OBJECTIVES

1. To improve and stabilize the city's finances by increasing revenue collections, personnel efficiency and proper fiscal administration in accordance with existing laws, rules and regulations.
2. To provide city officials with technical advice and financial data as well as support whenever needed in policy formulation and program implementation.
3. To provide fiscal services for smooth operation of the city government.
4. To submit reports required by national and local officials concerned as required by existing regulations.
5. To intensify tax collection through ocular inspection of all business establishment taxable under Revenue Code of Naga City.
6. To provide related treasury services to local as well as national offices and public.
7. To conduct proper study and research to tap other revenue sources.

III. PROJECTS/ACTIVITIES

Reference Code	P P A	Cost (000)	Performance Output Indicator	Annual Targets	Implementation Schedule	
					From	To
(1)	(2)	(3)	(3)	(4)	(6)	(7)
1091-1-1	1. Issuance of official receipts by the bonded collectors for taxes, fees and charges collected and remittance of same <i>a. AF 56</i> <i>b. AF 51</i> <i>c. CTC</i> <i>d. AF 52</i> <i>e. AF 53</i> <i>f. AF 58</i> <i>g. Cash Tickets</i> <i>h. Corporation Tax Certificates</i>	750.00 75.00	<ul style="list-style-type: none"> • More revenues collected means more projects & programs of the city. • Collections properly received and remitted on the same day • Proof of payment on the part of the taxpayers. • Accountability of the collector to safeguard its collection 	125M Bus. Tax 45M RPT	Jan	Dec
1091-1-2	2. Establishment of Business One-Stop-Shop (BOSS) wherein new Business Plate (<i>Permanent</i>) will be issued	70.00 1,200.00	<ul style="list-style-type: none"> • Fast and efficient delivery of service to the business owners/ establishments. 		Jan	

	to the Business Owners/establishments		•One time payment of Business plate on the part of the business owner/establishment			
1091-1-3	3. Issuance of tax bills, demand letters and Certificate of Tax Payment <i>a. Real Property Tax</i>	86.40 76.00 20.00	•Increase of Income •Demand letters served by the Job Orders are duly received by the taxpayers •Fast Service to the taxpayers in the issuance of Certificate of Tax Payment	18000 demand letters 80000 rpus	Jan Jan	Dec Dec
	<i>b. Business Tax</i>	54.00	•Demand letters served and duly received by the business owners/ establishment	25000 demand letters	Jan	Dec
	<i>c. Urban Poor Beneficiaries</i>	25.00	•Collection letters served and duly received	2000	Jan	Dec
1091-1-4	4. Conduct of Auction Sale		•Increase of Income /Assets • Lessens uncollected taxes	200 Delinquent Taxpayers	July	Dec
1091-1-5	5. Publication of Notice of Delinquency		•Increase of income		July	Aug
1091-1-6	6. Conduct of Ocular Inspection of business establishments/ taxmapping	120.96 30.00 4.04	•Existing business establishments, registered or not, are properly tax-mapped	20000 Business Establishment	Jan	Dec
1091-1-7	7. Examination of Books of Businessmen	30.00	• Business taxpayers account are examined and deficiency collected, if any.	1000 books	July	Dec
1091-1-8	8. Separate window for the elderly, persons with disability & pregnant women		•Comfortable & fast service to the elderly, persons with disability & pregnant women	1 window	Jan	Dec
1091-1-9	9. Attendance to trainings and seminars conducted by Bureau of	220.00	• Gain knowledge on the part of the attendees that would enhance			

	Local Government & Finance and		Or add income/collection	100 hrs	Jan	Dec
			• New inputs on fiscal management	20 hrs		
			• Upgrading the system of reporting	20 hrs		
1091-1-10	10. Other Usual Treasury Operations	150.00				
		149.04				
	<i>a. Payment of Vouchers/Payroll</i>	163.60	• Timely payment of money claims of the creditors and employees	500000 claims		
		75.90				
	<i>b. Updating/Maintenance of eTRACS Program</i>		• Fast service to the taxpayers and access of reports		Jan	Dec
	<i>c. Update and accurate posting of income and expense</i>		• No shortage of fund. All disbursements and receipts are posted properly at the cashbook.	25 times		
	<i>d. Conduct of information dissemination thru radio, seminars and one on one consultation</i>		• Taxpayers are knowledgeable of the process and requirements in their transaction at the CTO			
	<i>e. Mailing of demand letters to delinquent real property owners and business owners/establishments</i>	100.00	• Fast delivery of notice to delinquent real property owners & business establishment	16000 demand letters		
	<i>e. Other administrative functions and concerns are attended to.</i>		• Taxpayers are attended as per performance pledges stated.			
	TOTAL	3,399.40				