



Form SP007 v.01

Checklist of Requirements for **GENERAL FUND ANNUAL BUDGET**

(to be accomplished in 2 sets)

Barangay: _____

Resolution No: ____ Ord. No. _____, series of _____

Calendar Year: _____

Original Copies of the Following:

- Transmittal letter
- Budget Message
- Barangay Expenditure Program (Annual Budget)
- Budget Authorization Ordinance
- BBP Form No. 1 – Budget of Expenditures and Sources of Financing
- BBP Form No. 2 – Programmed Appropriation by PPA, Expense Class, Object of Expenditure and Expected Results
- BBP Form No. 2-A – List of Projects Chargeable Against the 20% Development Fund
- BBP Form No. 3 – Plantilla of Personnel
 - Summary Worksheet No. 1 – (Waived Items)
 - Summary Worksheet No. 2 - (PS Computation)
- BBP Form No. 4 – Statement of Indebtedness

Submitted by: _____ Date: _____
 (Signature over Printed Name)

Designation: _____

Reviewed by: _____ Date: _____

Received by: _____ Date _____

Remarks:

