

**USAID PHILIPPINES
LOCAL GOVERNMENT INFRASTRUCTURE
FUND PROJECT**

**PROPOSED MONITORING PLAN,
FINANCIAL REPORTING SYSTEM,
AND
ASSESSMENT OF PROJECT IMPACT
ON USAID - OFM**

**DRAFT REPORT
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**U.S. AGENCY FOR INTERNATIONAL DEVELOPMENT
THE LOCAL GOVERNMENT INFRASTRUCTURE FUND PROJECT (LGIF)**

**PROPOSED FINANCIAL MONITORING PLAN, FINANCIAL REPORTING SYSTEM
AND ASSESSMENT OF PROJECT IMPACT ON USAID OFFICE OF
FINANCIAL MANAGEMENT**

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AND ASSESSMENT OF PROJECT IMPACT ON USAID OFFICE OF
FINANCIAL MANAGEMENT**

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LOCAL GOVERNMENT INFRASTRUCTURE FUND PROJECT
PROPOSED FINANCIAL MONITORING PLAN, FINANCIAL REPORTING SYSTEM
AND ASSESSMENT OF PROJECT IMPACT ON USAID OFFICE OF
FINANCIAL MANAGEMENT

I. SCOPE AND OBJECTIVES OF THE STUDY

FINANCIAL MONITORING PLAN

The Financial Monitoring Plan for the Local Government Infrastructure Fund (LGIF) Project, presents the general policies and procedures for tracking the funds committed, earmarked, and disbursed by the U.S. Agency for International Development (USAID) and by the Administrative Vehicle (AV) for the implementation of the LGIF subprojects. The Monitoring Plan is designed to ensure that:

- a. the funds committed, earmarked, and disbursed are regularly checked and compared against targets in the approved LGIF Budget.
 - b. proper controls are established over funds provided to the AV and to the Local Government Units (LGUs).
 - c. counterpart contributions of the Government of the Philippines (GOP) are properly recorded and summarized for reporting to USAID.
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The policies and procedures cover three levels of disbursements: by USAID to the AV, by the AV to the LGU, and by the LGU to the contractors.

FINANCIAL REPORTING SYSTEM

The Financial Reporting System for the LGIF, on the other hand, is designed to provide the USAID Mission and the AV with the reports necessary for evaluating the financial results of the Project. This will involve providing information on the amount of funds earmarked, committed, and disbursed by the USAID and by the AV. The System will also provide USAID with information on the amount of expenditures incurred by the GOP as its counterpart contribution to the Project. The Reporting System will therefore cover three levels: USAID, AV, and the LGU level. The LGU submits reports to the AV who consolidates and submits reports to USAID.

In the development of the Financial Monitoring Plan and the Financial Reporting System, the Study Team focused on the requirements of the Project under Funding Option 2 (Exclusively Performance-based Disbursing method - PbD) following the Project Design Committees' decision selecting this option over Funding Option 1 (30/70 Mix in Funding Methods).

In designing the Financial Monitoring Plan and the Financial Reporting System, the Study Team did the following:

1. Interviewed key officers and staff of USAID/Manila on USAID monitoring and reporting requirements.
2. Analyzed the current requirements for tracking of the funds earmarked, committed, and disbursed by the present Economic Support Fund (ESF) Secretariat for the Regional Development Fund Project.
3. Designed the monitoring and reporting procedures, forms, and reports considering the essential features of the Performance based Disbursing Method.

ASSESSMENT OF IMPACT OF LGIF PROJECT ON USAID-OFM

The purpose of this assessment is to determine the administrative burden on the current staffing levels of the Office of Financial Management (OFM) of USAID relating to the implementation of the LGIF Project. The assessment considered the types of payments required, the number of transactions and the types of USAID financial management reports required.



II. FINANCIAL MONITORING PLAN

The Financial Monitoring Plan focuses on the policies and procedures relating to the earmarking, commitment, and disbursements of funds by the USAID Mission to the AV and by the AV to the LGUs. The Plan also includes the monitoring of government counterpart contributions for expenditures incurred by the LGUs in the implementation of subprojects. The latter expenditures would include the value of land used for subprojects such as schools, public markets, and health care centers and cost of services of LGU officials/ employees directly involved in the subproject implementation. The general policies and procedures are discussed below (see Appendix A for flowcharts of said procedures).

A. EARMARKING AND RELEASES OF FUNDS BY USAID TO AV (CHART 1)

1. At the start of the first quarter of the first year of the Project, the USAID Mission will initially release funds to the AV equivalent to two quarters disbursement requirements. Subsequent releases of funds will be made at the end of each quarter which will be equivalent to the requirements of the next quarter minus any undisbursed funds.

2. Funds will be released by the USAID Mission to the AV on the basis of the AV's forecast of disbursements for Project expenditures for the next quarter/s. The AV submits the following documents for requesting the release of funds (see Appendix B - Forms for Requesting Fund Releases);

- a. Quarterly Request for Fund Release (Form No. 1)
- summarizes the total projected disbursements for each month of the next quarter for each Project element (construction work, feasibility studies, CMES, etc.)

- b. Schedule of Projected Advances to LGUS (Form No. 2)
- shows the required funds to be advanced to each LGU based on the projected LGU disbursements

- c. Schedule of Projected Disbursements by Subproject (Form No. 3)
- shows the projected disbursements for each subproject by Project element (feasibility study, detailed engineering design, construction works, construction supervision)

- d. List of Subprojects for Feasibility Study for Next Quarter (Form No. 4) - shows the projected cost for conducting the feasibility study of subprojects.

 - e. List of Subprojects Contracted During Current Quarter (Form No. 5) - shows the subprojects contracted during the current quarter and the corresponding projected cost of construction work.
3. USAID earmarks the funds required on the basis of the AV's forecast of the quarterly requirements as reflected in the Request for Fund Release.
4. USAID releases funds to the AV's special bank account maintained for the purpose. The AV maintains and keeps the Project funds separate from other funds received by the AV from other sources such as GOP counterpart funds.

B. OBLIGATION OF FUNDS BY AV FOR PROPOSED SUBPROJECTS AND DISBURSEMENTS FOR OPERATING EXPENSES (CHART 2)

1. The AV receives authorization to obligate the funds from the special account on the basis of the Advice of Allotment (AA) received from the the Department of Budget and Management (DBM). On the basis of the AA, the DBM also issues to the AV the Notice of Cash Allocation (NCA) as authorization for disbursement of funds.
2. The AV enters into an agreement with the LGU for undertaking the subproject under the LGIF Project with advances being provided by the AV to defray the subproject costs.
3. On the basis of the approved subproject agreement, the AV obligates the amount of the subproject cost in the books of accounts.
4. Disbursements by the AV for its operating expenses and for releases of funds to the LGUs shall be made directly from the special bank account in accordance with GOP budgetary and audit guidelines.

C. RELEASES OF FUNDS BY THE AV TO THE LGU (CHART 3)

1. The LGU requests quarterly for the release of funds from the AV on the basis of the projected disbursements for the next quarter/s. The LGU submits to the AV a Quarterly Request for Subproject Fund Release (Form No. 6).

In the first year of the Project, advances equivalent to two quarters disbursement requirements will be given by the AV to the LGU at the start of the first quarter. Subsequent releases of funds will be made at the end of each quarter which will be equivalent to the requirements of the next quarter minus any undisbursed funds.

2. The advances to be made by the AV to the LGU will be limited to 90% of the subproject cost based on the agreed-upon fixed amount. The balance of 10% will be released by the AV upon inspection and final acceptance by USAID of the completed subproject.

3. Funds are released by the AV to the LGU from the AV's special bank account to a special bank account maintained by the LGU for the purpose. The funds released by the AV for the subproject should be kept separate by the LGU from other funds received from other sources such as the LGU's internal revenue allocations from the National Government.

D. OBLIGATION AND DISBURSEMENT OF FUNDS BY LGU (CHART 4)

Subproject Costs

1. The LGU Project Management Office (PMO) obligates the total subproject cost based on the approved contract for construction of subproject.
2. The Contractor submits the monthly progress billing (in accordance with contract) to the CMES Consultant.
3. The CMES Consultant inspects the physical accomplishment and certifies the billing.
4. The LGU PMO inspects the physical accomplishment and processes the billing.
5. The LGU PMO releases payment to the contractor in accordance with the stipulations of the contract agreement between the LGU and the contractor.

Feasibility Study, Detailed Engineering Design, and CMES

1. The LGU-PMO obligates the contract price for the conduct of feasibility study, detailed engineering design and construction supervision (CMES) based on the approved contracts.
2. The Contractors submit the progress billings to the LGU-PMO for review and approval of the billing.
3. The LGU-PMO releases payment to the contractor in accordance with the stipulations of the contract agreement between the LGU and the contractor.

E. MONITORING GOP COUNTERPART CONTRIBUTIONS (CHART 5)

As stated earlier, GOP counterpart contributions will consist of the expenditures incurred by the LGU in the implementation of the LGIF subproject. These counterpart contributions consist of the value of assets (primarily land) and cost of services of LGU employees directly involved in the LGIF subproject implementation. Procedures for monitoring of these expenditures are summarized as follows:

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1. Area and value of land should be indicated in the agreement between the AV and the LGU for schools, public markets, and health care centers wherein government land will be used for the subproject site.
2. Land values used in the agreement should be based on the current assessment of the real estate as determined by the LGU assessors office.
3. The LGU's Project Management Office (PMO) should record the land area and values as documented in the agreement for reporting to the AV and the USAID. The proposed reports prepared by the LGU and the AV for submission to the AV and USAID, respectively, are presented in Appendix C (Report Nos. AV-9 and LGU-4).
4. Every 30th of the month, the LGU Project Management Office summarizes the time spent by LGU employees directly involved in the LGIF subproject based on payroll records and estimates the corresponding proportion of said employees' salaries allocable to the subproject.

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III. FINANCIAL REPORTING SYSTEM

The Financial Reporting System focuses on the reports on disbursements and expenditures for the LGIF Project by the USAID Mission, by the AV to USAID, and by the LGUs to the AV. The System also includes reports on government counterpart contributions comprising of expenditures incurred by the LGUs in the implementation of subprojects. The reports highlight the financial performance indicators required by USAID for closing out the Project.

A. DEFINITION OF PROJECT FINANCIAL PERFORMANCE INDICATORS

The financial performance indicators as discussed herein represent key elements or aspects of Project implementation which are to be measured against set targets. For purposes of the financial reporting system, the following general definitions will apply:

At the USAID Mission Level

1. USAID Direct Payments - these refer to consultants directly hired and paid by the USAID Mission and for purchase of commodities and equipment from the US as provided in the LGIF Budget.
2. Funds Earmarked - these represent the total amount set aside by USAID corresponding to the estimated/ projected disbursements for USAID direct payments and for operating expenses of the Administrative Vehicle as supported by the Quarterly Requests for Fund Releases (Form No. 1).
3. Funds Committed - these represent the total actual amount contracted by the AV for its operating expenses and the total amount obligated by the LGUs as summarized by the AV based on reports submitted by the LGU, and by USAID (direct payments) based on approved contracts.
4. Funds Disbursed - these represent the actual amount of funds released through tranches by USAID to the AV and direct payments made by USAID for USAID direct contracts (e.g. consulting contracts).

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5. Project Elements - these correspond to the Budget line items representing the major items or components of costs associated with the major activities of the Project. These include subproject costs, feasibility studies, detailed engineering design, etc. Funds earmarked, committed, and disbursed will be broken down by project element.

6. Project Expenditures - these represent the total actual amount of expenses incurred for the implementation of the LGIF Project. Thus, these will include direct payments made by USAID and actual amounts obligated by the AV for its operating expenses and the approved subproject contract price (based on established fixed amount).

It should be noted that the obligation by USAID of the entire Grant Amount for the implementation of the LGIF Project is not covered by the Reporting System (unlike the obligation of subproject costs by the AV for the various subprojects which is done upon approval of the subproject contract). The said transaction occurs just once upon the signing of the Grant Agreement between the Government of the Philippines and USAID.

At the AV Level

1. Funds Disbursed - these represent the actual amount of funds advanced by the AV to the LGU every quarter and payments made by the AV for its operating expenses.
2. Project Expenditures - these represent the total amount actually charged against allotments (obligated) for costs to be incurred by the LGU based on approved contracts for subproject costs and for operating expenses actually incurred by the AV in the implementation of the LGIF Project.
3. Fund Balance - summary of the movements in the fund account/s maintained by the AV and the fund balance at the end of each quarter.
4. GOP Counterpart Contributions - a summary of the total value of land used for all subprojects and the estimated amount of expenditures incurred by the Local Government Unit (LGU) in the implementation of the subprojects.

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At the LGU Level

1. Funds Disbursed - these represent the actual payments made by the LGU to contractors for the implementation of the LGIF subprojects.
2. Subproject Expenditures - these represent the actual amount obligated based on approved contracts for the subproject.
3. Fund Balances of the LGUs - summary of the movements in the fund account/s maintained by the LGU and the fund balances at the end of each quarter.
4. GOP Counterpart Contribution by Subproject - the value of land used and the estimated amount of expenses incurred by the Local Government Unit (LGU) in the implementation of each subproject (schools, public markets, health care centers).

B. FINANCIAL REPORTING PLAN

The USAID Mission will prepare reports on funds earmarked, committed, and disbursed from the perspective of the entire LGIF Project. Thus, reports on the direct payments made by the Mission will be generated and consolidated with the reports submitted by the AV.

The AV, on the other hand, will prepare reports on its operating expenses and consolidates these with the reports received from the LGUs in order to generate the reports to be submitted to the USAID Mission.

The LGUs submit the basic reports on disbursements and expenditures for the subprojects implemented by the LGU.

Thus, the Financial Reporting System involves primarily the generation of basic report data and consolidation of the same at each level of reporting. The relationship of the various reports prepared at each level is shown in Chart A of Appendix C.

C. PROPOSED REPORTS

The proposed reports which highlight the foregoing financial performance indicators are briefly described as follows (see Appendix C for the Report formats.)

USAID Mission Project Reports

These reports present the overall results of the Project implementation. The reports, which are prepared by the USAID Mission in Manila (through a consultant engaged for Project tracking), show the consolidated disbursements and expenditures made by the USAID (direct payments) and those made by the AV. The USAID Mission also prepares a report on the funds earmarked and committed for the Project. The reports are briefly described as follows:

1. Summary of Actual Disbursements (Report No. AID-1) for the Quarter and Cumulative for the LGIF Project - summarizes the total amounts released by USAID in tranches to the AV and the total direct payments made by USAID.
2. Summary of Funds Earmarked and Committed (Report No. AID-2) for the Quarter and Cumulative for the LGIF

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Project - summarizes the total amounts earmarked and committed by USAID for USAID direct payments, AV operating expenses and approved subprojects and the uncommitted amount for the entire Project.

3. Summary of Funds Committed and Project Expenditures (Report No. AID-3) for the Quarter and Cumulative for the LGIF Project - summarizes the total amounts committed, and expenditures directly incurred by USAID, the AV, and the LGU by project element.

The above reports for the current quarter should be prepared by the USAID Mission not later than the 5th day of the 2nd month of the succeeding quarter.

AV Project Reports to USAID

The basic reports of the AV to USAID will consist of basically four sets of reports. The first set focuses on the actual disbursements made by the AV while the second set deals with the actual expenditures incurred. The third set of reports shows the status/ balance of fund accounts maintained by the AV. The last set concerns the counterpart contributions of the Government of the Philippines (GOP) to the LGIF Project.

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Disbursement Reports

1. Summary of Actual Disbursements (Report No. AV-1) for the Quarter and Cumulative for the LGIF Project - summarizes the total amount of disbursements by the AV consisting of the advances to the LGUs and payments for operating expenses of the AV by project element for the quarter, year-to-date, and cumulative for the Project.

2. Schedule of Actual Disbursements for the AV's Operating Expenses - (Report No. AV-2) for each month of the Current Quarter and Cumulative for the LGIF Project - shows the actual disbursements by project element for each month of the current quarter.

3. Schedule of Actual Cash Advances to LGUs (Report No. AV-3) for the Quarter and Cumulative for the LGIF Project by Subproject - details the advances made to each LGU for each subproject and compared with the subproject contract price for purposes of monitoring and ensuring that advances do not exceed the maximum prescribed limit (90% of the contract price).

Expenditure Reports

1. Summary of Actual Expenditures (Report No. AV-4) for the Quarter and Year to Date - summarizes by project element the total amount allotted, the actual expenditures incurred by the AV for its operating expenses and the summary total of subproject costs obligated by the LGUs (charged against allotments), and the balance of allotment for the quarter and year-to-date.

2. Schedule of Actual Expenditures for AV Operating Expenses (Report No. AV-5) - shows the amount allotted, the actual amount obligated representing the actual expenditures by project element charged against the allotment, and the balance of allotment for each month of the current quarter.

3. Schedule of Actual Expenditures for Subprojects (Report No. AV-6) - shows the amount allotted, the total actual expenditures (obligated), and the balance of allotment for each subproject at the end of the current quarter.

Fund Balance Reports

1. Status of Fund Report (Report No. AV-7) at the end of the Quarter - summarizes the total funds received by the

AV from the USAID, the total disbursements for the quarter, and the resulting fund balance at the end of the quarter.

2. Statement of Bank Balance (Report No. AV-8) by bank account at the end of the Quarter - summarizes the transactions (deposits, disbursements, service charges, and interest earnings, other transactions) and the balance at the end of the quarter for each of bank accounts maintained by the AV.

GOP Counterpart Contribution Report

Summary of GOP Counterpart Contributions by Element (Report No. AV-9) for the Quarter - shows the total counterpart contributions by element (land, personnel costs, etc.) of the LGU for the quarter, year-to-date, and cumulative for the Project.

The above reports for the current quarter should be submitted by the AV to the USAID not later than the 20th day of the first month of the next quarter.

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LGU Project Reports to the AV

LGUs will report on the actual disbursements made by the LGU from the advances received from the AV, the actual expenditures for each subproject, and the balance of bank accounts maintained by the LGU for the subproject. The reports are described as follows:

1. Schedule of Actual Subproject Disbursements and Expenditures (Report No. LGU-1) for the Quarter and Cumulative for each subproject - summarizes the total amount of disbursements and the total amount obligated by project element for the quarter, year-to-date, and cumulative for the subproject.
2. Status of Fund Report (Report No. LGU-2) at the end of the Quarter - summarizes the total funds received by the LGU from the USAID, the total disbursements for the quarter, and the resulting fund balance at the end of the quarter.
3. Statement of Bank Balance (Report No. LGU-3) at the end of the Quarter - summarizes the transactions (deposits, disbursements, service charges, and interest earnings, other transactions) and the

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balance at the end of the quarter for the bank account maintained by the LGU specifically for the LGIF Project.

4. Schedule of GOP Counterpart Contributions in Subproject (Report No. LGU-4) for the Quarter - shows in detail the contributions by element for the subproject during the quarter.

The above reports for the current quarter should be submitted by the LGU to the AV not later than the 15th day of the first month of the next quarter.

IV. ASSESSMENT OF IMPACT ON USAID OFFICE OF
FINANCIAL MANAGEMENT

Transaction Volume and Reporting Requirements

The assessment focused on the administrative requirements of implementing the LGIF Project under the Performance-based disbursing method (PbD). Under PbD, the USAID releases funds in tranches quarterly on the basis of the projected disbursements of the Administrative Vehicle (AV) or implementing agency. The AV, in turn, advances funds to the Local Government Units (LGUs) for their quarterly disbursement requirements.

The Study Team's assessment of the impact of the LGIF Project on the staffing level of the USAID's Office of Financial Management (OFM) can be related to the volume of transactions which the said office will handle.

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The types and volume of transactions to be handled by OFM may be summarized as follows:

<u>Transaction</u>	<u>Frequency</u>	<u>Volume</u>
1. Fund releases through tranches to the AV	Quarterly	1
2. Supplemental fund releases, if necessary	Quarterly	1
3. Direct Payments by USAID		
a. In-house Technical Consultants for AV	Monthly	1
b. Training Expenses	Monthly	1
c. Performance and Impact Evaluation	3rd and 5th Year	3 to 4 payments per evaluation engagements
d. Financial Review	3rd and 5th Year	

As may be noted from the foregoing list of transactions, USAID-OFM will handle about 2 transactions monthly, with the other transactions occurring very infrequently.

USAID-OFM will prepare three basis reports on actual disbursements, funds earmarked and committed, and project expenditures. These reports are discussed in detail under the Financial Reporting System. These reports will be done on a quarterly basis and will involve summarizing the direct payments made by USAID during the quarter and consolidating these with the reports submitted by the AV.

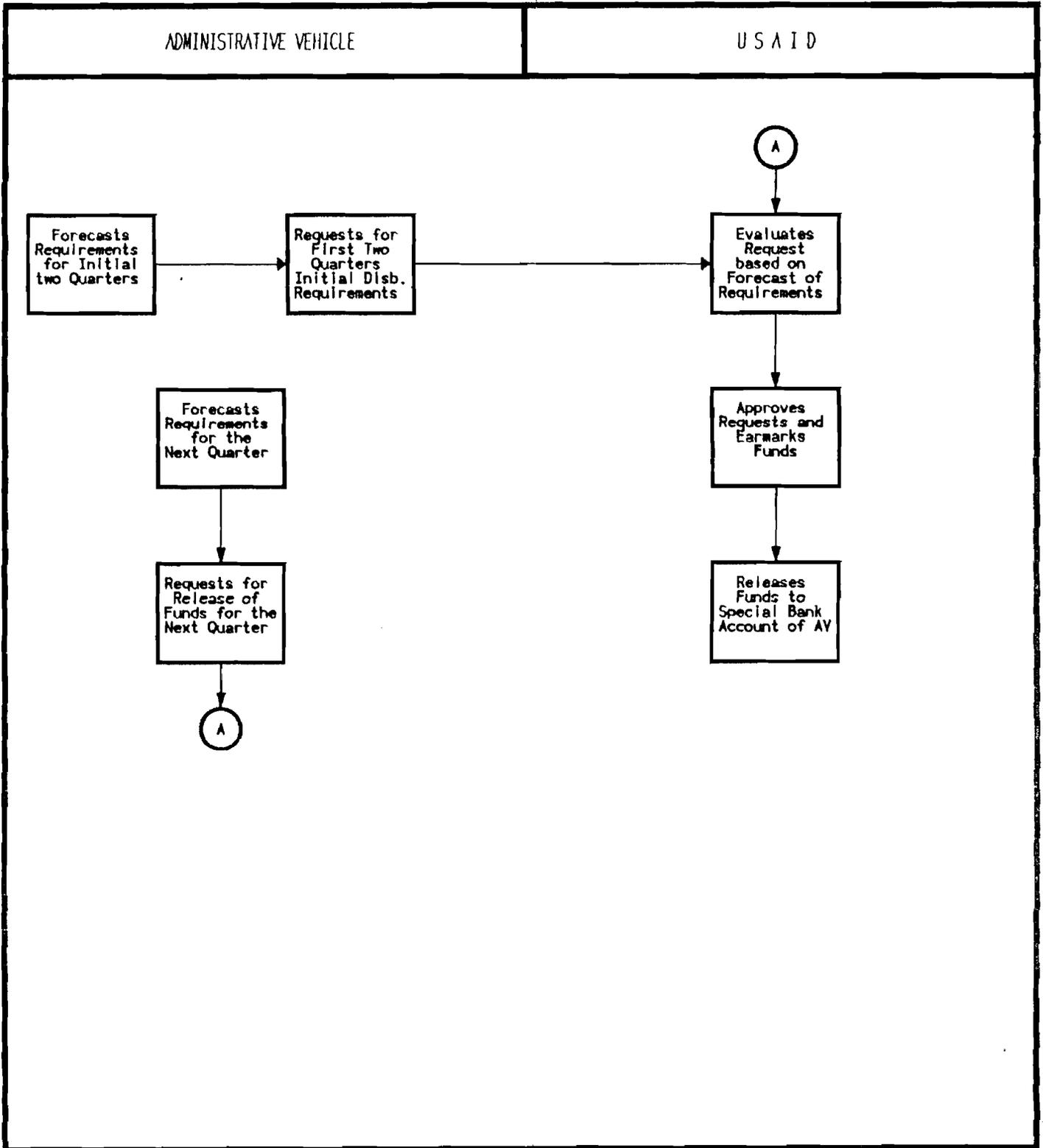
Conclusion

The administrative burden of the LGIF Project will have minimal impact on USAID-OFM. The number of transactions expected to be processed is few and reports are prepared on a quarterly basis. As such, the work involved does not require the full-time employment of a staff and may probably be handled by the existing staff complement of USAID-OFM.

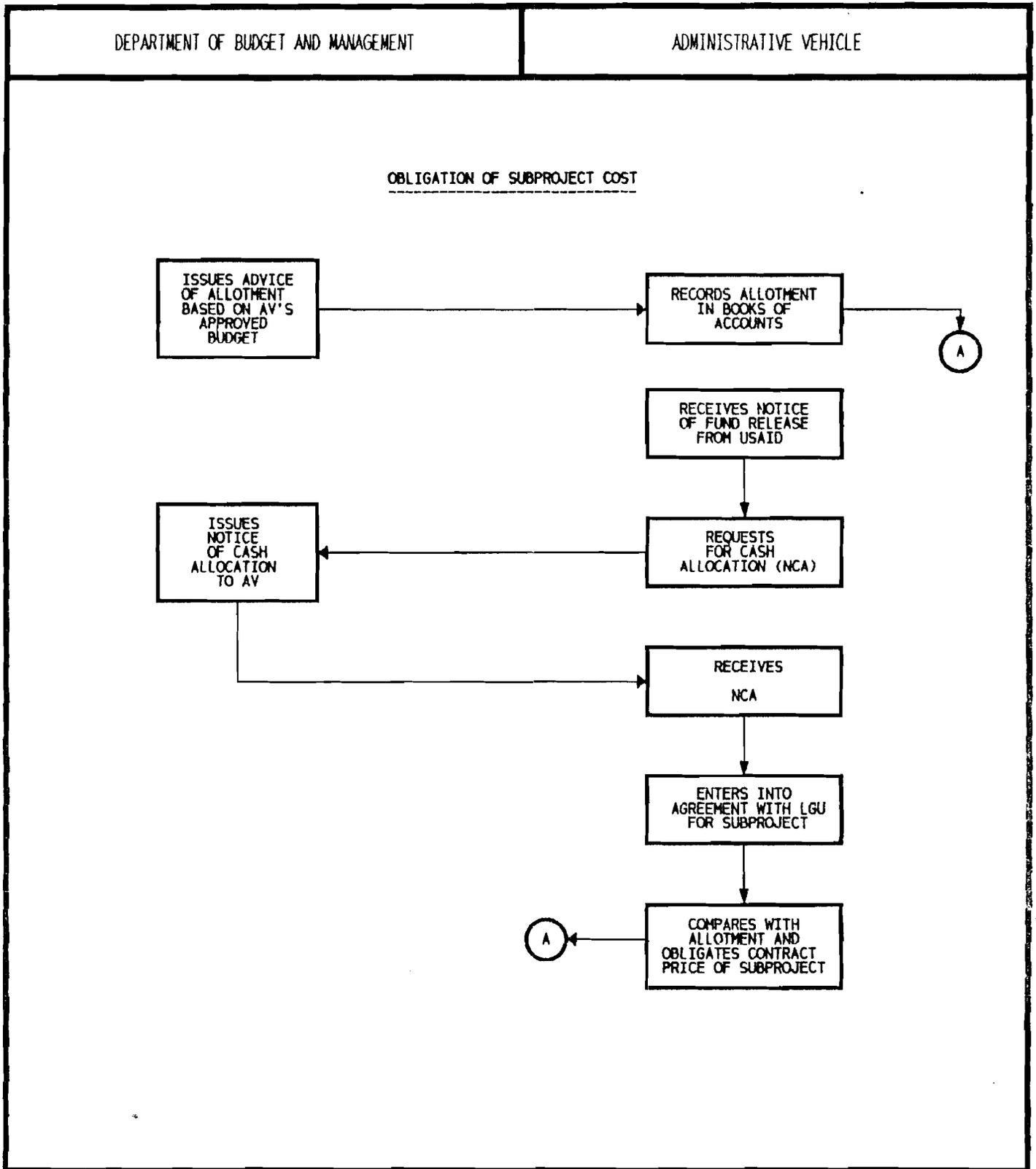
U.S. AGENCY FOR INTERNATIONAL DEVELOPMENT
LOCAL GOVERNMENT INFRASTRUCTURE FUND (LGIF) PROJECT
PROCEDURES FLOW CHARTS

<u>CHART NO.</u>	<u>TITLE</u>
1	Earmarking and Release of Funds by USAID to Administrative Vehicle (AV).
2	Obligation of Funds by the Administrative Vehicle for Proposed Subprojects and Disbursements for Operating Expenses.
3	Release of Funds by the Administrative Vehicle to the Local Government Unit.
4	Obligation and Disbursement of Funds by the Local Government Unit.
5	Monitoring the GOP Counterpart Contributions for Expenditures Incurred by the Local Government Unit.

EARMARKING AND RELEASE OF FUNDS
BY USAID TO ADMINISTRATIVE VEHICLE



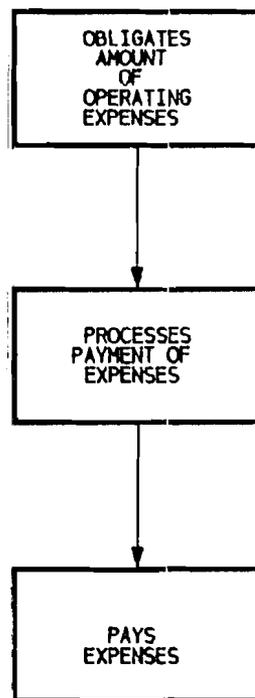
OBLIGATION OF FUNDS BY ADMINISTRATIVE VEHICLE FOR SUBPROJECT
COSTS AND DISBURSEMENTS FOR OPERATING EXPENSES



OBLIGATION OF FUNDS BY ADMINISTRATIVE VEHICLE FOR SUBPROJECT
COSTS AND DISBURSEMENTS FOR OPERATING EXPENSES

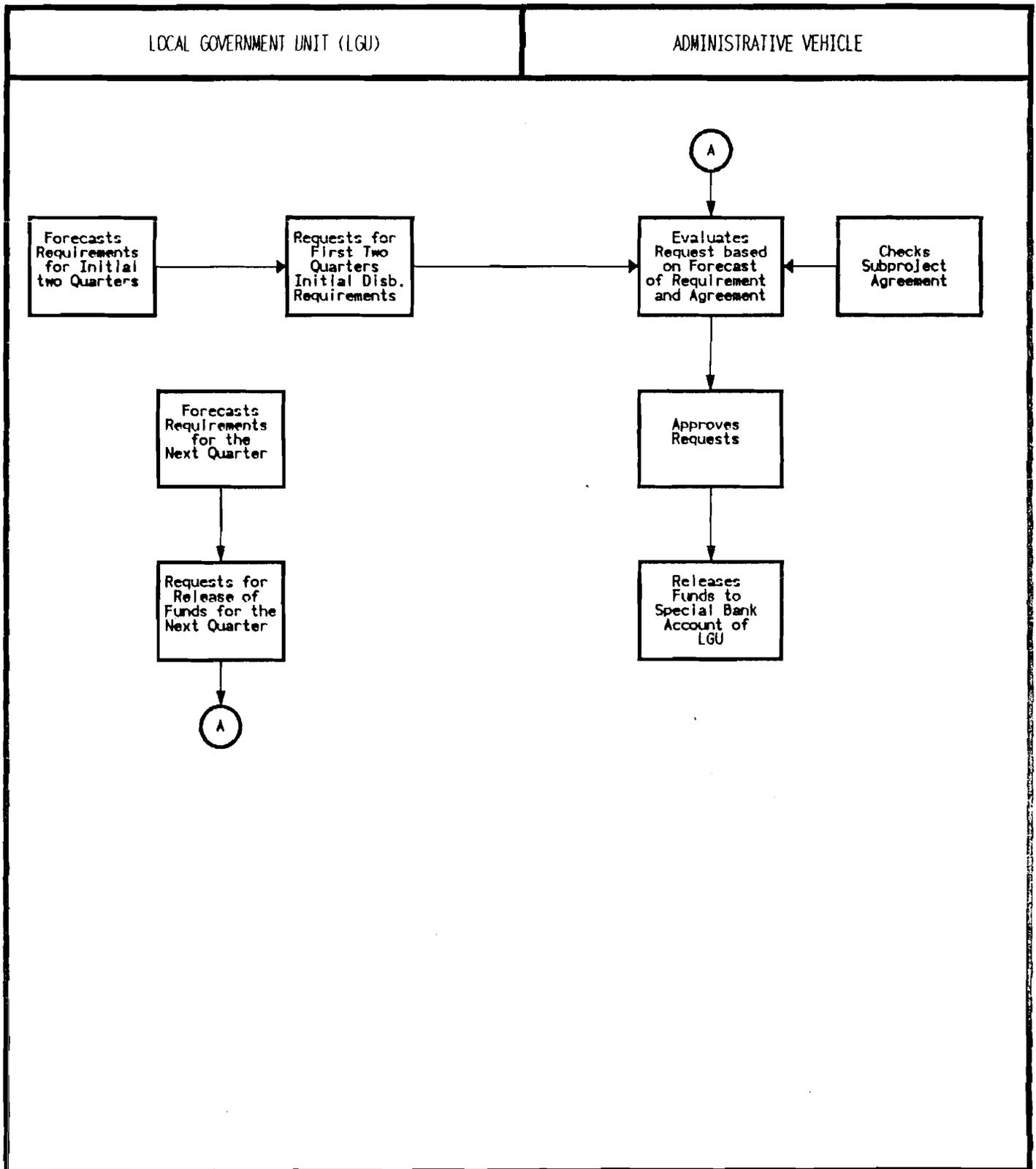
ADMINISTRATIVE VEHICLE

OBLIGATION AND DISBURSEMENT OF OPERATING EXPENSES

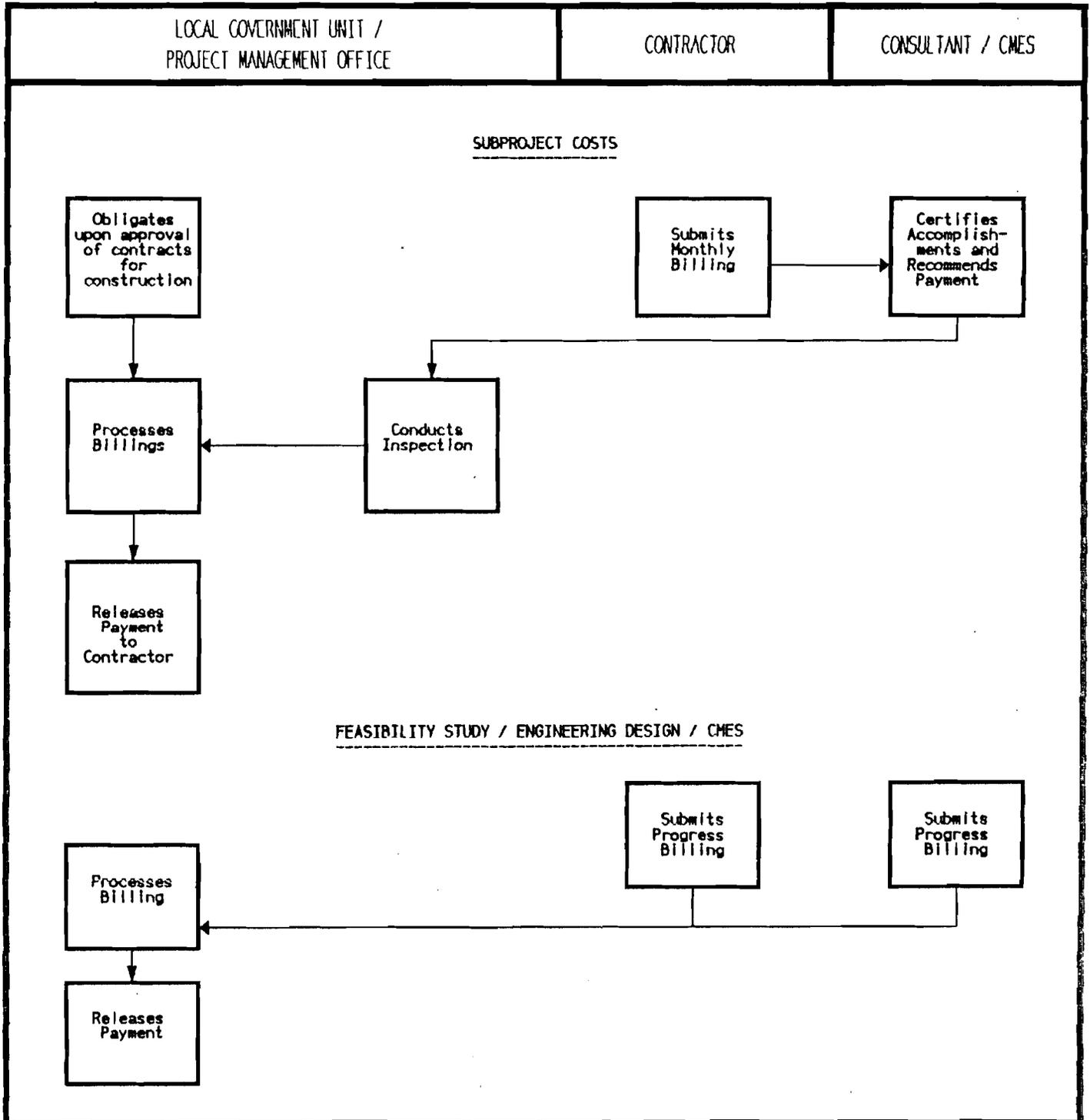


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RELEASE OF FUNDS BY ADMINISTRATIVE
VEHICLE TO LOCAL GOVERNMENT UNITS

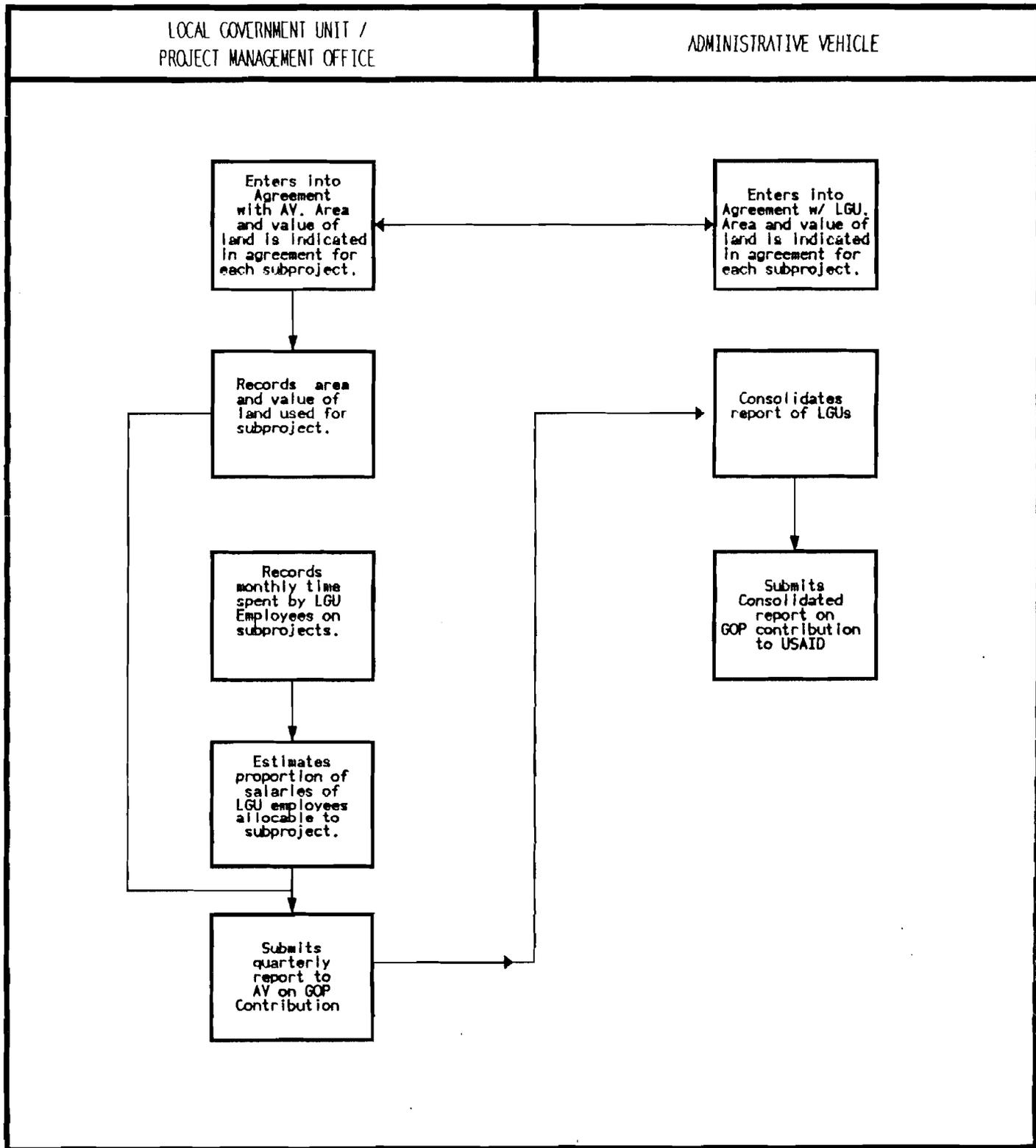


OBLIGATION AND DISBURSEMENT OF FUNDS BY THE LOCAL GOVERNMENT UNIT



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MONITORING GOP COUNTERPART CONTRIBUTIONS FOR
EXPENDITURES INCURRED BY THE LOCAL GOVERNMENT UNIT



U.S. AGENCY FOR INTERNATIONAL DEVELOPMENT
LOCAL GOVERNMENT INFRASTRUCTURE FUND (LGIF) PROJECT
FORMS FOR REQUESTING FUND RELEASES

<u>FORM NO.</u>	<u>TITLE</u>
1	Quarterly Request for Fund Release.
2	Schedule of Projected Advances to Local Government Units.
3	Schedule of Projected Disbursements by Subproject.
4	List of Subprojects for Feasibility Study for Next Quarter.
5	List of Subprojects Contracted During Current Quarter.

ADMINISTRATIVE VEHICLE
THE LOCAL GOVERNMENT INFRASTRUCTURE FUND (LGIF) PROJECT
QUARTERLY REQUEST FOR FUND RELEASE
FOR THE QUARTER ENDING _____ 19__

GRANT NUMBER	AMOUNT OF GRANT	PACD	DATE
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BREAKDOWN OF CASH REQUIREMENTS FOR THE QUARTER

PARTICULARS	CONTRACT AMOUNT AUTHORIZED	MONTH			TOTAL
A. Feasibility Studies					
B. Detailed Engineering Design					
C. Civil Works					
D. Construction Supervision					
E. Consultancy/ Technical Assistance					
F. Commodities/ Equipment					
G. Training					
H. Advances to LGUs (Form No. 2)					
I. Others (Specify) Administrative Expenses					
TOTAL AMOUNT REQUIRED FOR THE QUARTER					

1. Amount Authorized (Life of Project)	
2. Total Cash Advances Received to Date	
3. Total Disbursements to Date	
4. Projected Disbursements up to End of Quarter	
5. Unexpended Cash Advances (2) - [(3)+(4)]	
6. Cash Requirements for the Quarter	
7. Cash Advance Requested (6) - (5)	

The undersigned hereby certifies: 1) that the above represents the best estimates of funds needed for expenditures to be incurred for the quarter; 2) that expenses under any previous advances are progressing in accordance with projects; 3) that appropriate refund or credit to the grant will be made in the event funds are not expended; 4) that appropriate refund will be made in the event of disallowance in accordance with the terms of the grant; 5) that any interest accrued on the funds made available herein will be refunded to the U.S. Agency for International Development (USAID).

Date Signed

AV Project Director

ADMINISTRATIVE VEHICLE
THE LOCAL GOVERNMENT INFRASTRUCTURE FUND (LGIF) PROJECT
SCHEDULE OF PROJECTED DISBURSEMENTS BY SUBPROJECT
FOR THE QUARTER ENDING _____ 19__

GRANT NUMBER	AMOUNT OF GRANT	PACD	DATE			
LOCAL GOVERNMENT UNIT	SUBPROJECT DESCRIPTION / NO.	PROJECT ELEMENT	PROJECTED DISBURSEMENTS			
			MONTH 1	MONTH 2	MONTH 3	TOTAL
		Feasibility Studies				
		Engineering				
		Construction Works				
		CMES				
		Total				
		Feasibility Studies				
		Engineering				
		Construction Works				
		CMES				
		Total				
		Feasibility Studies				
		Engineering				
		Construction Works				
		CMES				
		Total				
TOTAL THIS PAGE						
SUBTOTAL FROM PAGE _____						
GRAND TOTAL (TO FORM 2)						

The undersigned hereby certifies: 1) that the above represents the best estimates of funds needed for expenditures to be incurred for the quarter; 2) that expenses under any previous advances are progressing in accordance with projects; 3) that appropriate refund or credit to the grant will be made in the event funds are not expended; 4) that appropriate refund will be made in the event of disallowance in accordance with the terms of the grant; 5) that any interest accrued on the funds made available herein will be refunded to the U.S. Agency for International Development (USAID).

Date Signed

AV Project Director

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NAME OF LOCAL GOVERNMENT UNIT
THE LOCAL GOVERNMENT INFRASTRUCTURE FUND (LGIF) PROJECT
REQUEST FOR SUBPROJECT FUND RELEASE

SUBPROJECT DESCRIPTION	CODE NO. _____	DATE OF COMPLETION _____			
	DATE OF START-UP _____	DATE OF COMPLETION _____			
	CONTRACT PRICE (1)	PROJECTED CASH DISBURSEMENTS FOR THE QUARTER (2)			TOTAL
MONTH		MONTH	MONTH		
A. Feasibility Studies					
B. Detailed Engineering					
C. Civil Works					
D. Construction Supervision					
E. Others (Specify)					
TOTAL					
TOTAL CONTRACT PRICE (1)					
CASH ADVANCES TO DATE					
TOTAL DISBURSEMENTS TO DATE					
UNEXPENDED CASH ADVANCES					
PROJECTED DISBURSEMENTS FOR THE QUARTER (2)					
CASH ADVANCE REQUESTED					

The undersigned hereby certifies: 1) that the above represents the best estimates of funds needed for expenditures to be incurred for the quarter; 2) that expenses under any previous advances are progressing in accordance with projects; 3) that appropriate refund or credit to the grant will be made in the event funds are not expended; 4) that appropriate refund will be made in the event of disallowance in accordance with the terms of the grant; 5) that any interest accrued on the funds made available herein will be refunded to the U.S. Agency for International Development (USAID).

Date Signed

AY Project Director

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U.S. AGENCY FOR INTERNATIONAL DEVELOPMENT
 LOCAL GOVERNMENT INFRASTRUCTURE FUND (LGIF) PROJECT
 FINANCIAL REPORTING PLAN

Reference No.	Report Title	Responsibility for Preparation	Bases for Preparation	Use or Purpose	Frequency/ Deadline for Preparation
AV - 8	Statement of Bank Balance	- do -	AV's Accounting Records Bank Statement	Monitor fund balances deposited in bank accounts	- do -
AV - 9	Summary of GOP Counterpart Contributions by Element	- do -	LGU - 4	Monitor total GOP contributions	- do -
LGU - 1	Schedule of Actual Subproject Disbursements and Expenditures	LGU Project Management Office (PMO)	LGU Accounting Records	Monitor total disbursements and amounts obligated (expenditures) by Project element	15th day of 1st month of Next Quarter
LGU - 2	Status of Fund Report	LGU PMO	- do - LGU - 3	Monitor the movements in the fund account and the quarter ending fund balance	- do -
LGU - 3	Statement of Bank Balance	- do -	LGU Accounting Records Bank Statement	Monitor fund balances deposited in bank accounts	- do -
LGU - 4	Schedule of GOP Counterpart Contributions in Subproject	- do -	LGU Accounting Records Contract between AV & LGU for Subproject	Monitor the GOP contribution in each subproject.	- do -

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U.S. AGENCY FOR INTERNATIONAL DEVELOPMENT
 LOCAL GOVERNMENT INFRASTRUCTURE FUND (LGIF) PROJECT
 FINANCIAL REPORTING PLAN

APPENDIX C
 Chart A
 Page 1 of 2

Reference No.	Report Title	Responsibility for Preparation	Bases for Preparation	Use or Purpose	Frequency/ Deadline for Preparation
AID - 1	Summary of Actual Disbursements	USAID Mission	USAID Accounting Records	Monitor actual releases of funds for Project	Quarterly/ 5th day of 2nd month of Next Quarter
AID - 2	Summary of Funds Earmarked and Committed	- do -	- do - AID - 3 AV - 4	Monitor funds earmarked and committed by Project element	- do -
AID - 3	Summary of Funds Committed and Expenditures	- do -		Monitor balance of funds committed and expenditures by Project element	- do -
AV - 1	Summary of Actual Disbursements	Administrative Vehicle (AV)	AV - 2 AV - 3	Monitor total disbursements by the AV for the Project	Quarterly/ 20th day of 1st month of Next Quarter
AV - 2	Schedule of Actual Disbursements for Operating Expenses	AV	AV's Accounting Records	Monitor AV's disbursements for Operating Expenses	- do -
AV - 3	Schedule of Actual Cash Advances to Local Government Units (LGUs)	- do -	AV's Accounting Records	Monitor AV's releases to the LGUs to ensure that advances do not exceed 90% ceiling.	- do -
AV - 4	Summary of Actual Expenditures	- do -	AV - 5 AV - 6	Monitor the total amounts allotted, obligated (expenditure), and the balance of allotment	- do -
AV - 5	Schedule of Actual Expenditures for Operating Expenses	- do -	AV's Accounting Records	Monitor the amounts allotted, obligated (expenditure), and the balance of allotment for the AV's operating expenses	- do -
AV - 6	Schedule of Actual Expenditures for Subproject Costs	- do -	AV's Accounting Records	Monitor the amounts allotted, obligated (expenditure), and the balance of allotment for subproject costs	- do -
AV - 7	Status of Fund Report	- do -	AV's Accounting Records AV - 8	Monitor the movements in the fund account and the quarter ending fund balance	- do -

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U.S. AGENCY FOR INTERNATIONAL DEVELOPMENT
THE LOCAL GOVERNMENT INFRASTRUCTURE FUND (LGIF) PROJECT
SUMMARY OF ACTUAL DISBURSEMENTS
FOR THE QUARTER ENDING _____ 19__

GRANT NUMBER	AMOUNT OF GRANT		PACD		DATE	
PARTICULARS	THIS QUARTER		YEAR TO DATE		CUMULATIVE PROJECT TOTAL	
	ACTUAL	UNDER (OVER) BUDGET	ACTUAL	UNDER (OVER) BUDGET	ACTUAL	UNDER (OVER) BUDGET
DIRECT USAID PAYMENTS						
1. Technical Consultants						
2. Performance/ Impact Evaluations						
3. Financial Monitoring						
4. Commodities/ Equipment						
5. Training						
Others (Specify)						
6.						
7.						
8.						
9.						
(A) TOTAL DIRECT PAYMENTS						
(B) RELEASES TO THE AV						
(C) TOTAL DISBURSEMENTS(A+B)						

The undersigned hereby certifies that the amounts reported herein are: 1) true and correct, 2) based on the the OFM's records of payments made during the quarter; 3) duly supported by documents evidencing these transactions.

Date Signed

USAID - OFM

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U.S. AGENCY FOR INTERNATIONAL DEVELOPMENT
THE LOCAL GOVERNMENT INFRASTRUCTURE FUND (LGIF) PROJECT
SUMMARY OF FUNDS EARMARKED AND COMMITTED
FOR THE QUARTER ENDING _____ 19__

GRANT NUMBER	AMOUNT OF GRANT		PACD		DATE	
PARTICULARS	THIS QUARTER		YEAR TO DATE		CUMULATIVE PROJECT TOTAL	
	ACTUAL	UNDER (OVER) BUDGET	ACTUAL	UNDER (OVER) BUDGET	ACTUAL	UNDER (OVER) BUDGET
A. DIRECT USAID PAYMENTS						
1. Technical Consultants						
Funds Earmarked						
Funds Committed						
Uncommitted						
2. Performance/ Impact						
Evaluations						
Funds Earmarked						
Funds Committed						
Uncommitted						
3. Financial Monitoring						
Funds Earmarked						
Funds Committed						
Uncommitted						
4. Commodities/ Equipment						
Funds Earmarked						
Funds Committed						
Uncommitted						
5. Training						
Funds Earmarked						
Funds Committed						
Uncommitted						
6. Others						
Funds Earmarked						
Funds Committed						
Uncommitted						
TOTAL DIRECT CONTRACTS						
Funds Earmarked						
Funds Committed						
Uncommitted						

The undersigned hereby certifies that the amounts reported herein are: 1) true and correct. 2) based on the the OFM's records of payments made during the quarter; 3) based on reports submitted by the AV; 4) duly supported by documents evidencing these transactions.

Date Signed

USAID - OFM

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U.S. AGENCY FOR INTERNATIONAL DEVELOPMENT
THE LOCAL GOVERNMENT INFRASTRUCTURE FUND (LGIF) PROJECT
SUMMARY OF FUNDS EARMARKED AND COMMITTED
FOR THE QUARTER ENDING _____ 19__

GRANT NUMBER	AMOUNT OF GRANT		PACD	DATE		
PARTICULARS	THIS QUARTER		YEAR TO DATE		CUMULATIVE PROJECT TOTAL	
	ACTUAL	UNDER (OVER) BUDGET	ACTUAL	UNDER (OVER) BUDGET	ACTUAL	UNDER (OVER) BUDGET
C. LGU SUBPROJECT COSTS						
1. Feasibility Study						
Funds Earmarked						
Funds Committed						
Uncommitted						
2. Detailed Engineering						
Funds Earmarked						
Funds Committed						
Uncommitted						
3. Construction Works						
Funds Earmarked						
Funds Committed						
Uncommitted						
4. Construction Supervn						
Funds Earmarked						
Funds Committed						
Uncommitted						
TOTAL LGU SUBPROJECT COSTS						
Funds Earmarked						
Funds Committed						
Uncommitted						
D. GRAND TOTAL - LGIF						
Funds Earmarked						
Funds Committed						
Uncommitted						

The undersigned hereby certifies that the amounts reported herein are: 1) true and correct. 2) based on the the OFM's records of payments made during the quarter; 3) based on reports submitted by the AV; 4) duly supported by documents evidencing these transactions.

Date Signed

USAID - OFM

U.S. AGENCY FOR INTERNATIONAL DEVELOPMENT
THE LOCAL GOVERNMENT INFRASTRUCTURE FUND (LGIF) PROJECT
SUMMARY OF FUNDS COMMITTED AND PROJECT EXPENDITURES
FOR THE QUARTER ENDING _____ 19__

GRANT NUMBER	AMOUNT OF GRANT		PACD	DATE		
PARTICULARS	THIS QUARTER		YEAR TO DATE		CUMULATIVE PROJECT TOTAL	
	ACTUAL	UNDER (OVER) BUDGET	ACTUAL	UNDER (OVER) BUDGET	ACTUAL	UNDER (OVER) BUDGET
A. DIRECT USAID CONTRACTS						
1. Technical Consultants						
Funds Committed						
Expenditures						
Balance						
2. Performance/ Impact						
Evaluations						
Funds Committed						
Expenditures						
Balance						
3. Financial Monitoring						
Funds Committed						
Expenditures						
Balance						
4. Commodities/ Equipment						
Funds Committed						
Expenditures						
Balance						
5. Training						
Funds Committed						
Expenditures						
Balance						
6. Others						
Funds Committed						
Expenditures						
Balance						
TOTAL DIRECT CONTRACTS						
Funds Committed						
Expenditures						
Fund Balance						

The undersigned hereby certifies that the amounts reported herein are: 1) true and correct. 2) based on the the OFM's records of payments made during the quarter; 3) based on reports submitted by the AV; 4) duly supported by documents evidencing these transactions.

Date Signed

USAID - OFM

U.S. AGENCY FOR INTERNATIONAL DEVELOPMENT
THE LOCAL GOVERNMENT INFRASTRUCTURE FUND (LGIF) PROJECT
SUMMARY OF FUNDS COMMITTED AND PROJECT EXPENDITURES
FOR THE QUARTER ENDING _____ 19__

GRANT NUMBER	AMOUNT OF GRANT		PACD	DATE		
PARTICULARS	THIS QUARTER		YEAR TO DATE		CUMULATIVE PROJECT TOTAL	
	ACTUAL	UNDER (OVER) BUDGET	ACTUAL	UNDER (OVER) BUDGET	ACTUAL	UNDER (OVER) BUDGET
C. LGU SUBPROJECT COSTS						
1. Feasibility Study						
Funds Committed						
Expenditures						
Fund Balance						
2. Detailed Engineering						
Funds Committed						
Expenditures						
Fund Balance						
3. Construction Works						
Funds Committed						
Expenditures						
Fund Balance						
4. Construction Supervn						
Funds Committed						
Expenditures						
Fund Balance						
TOTAL LGU SUBPROJECT COSTS						
Funds Committed						
Expenditures						
Funds Balance						
D. GRAND TOTAL - LGIF						
Funds Committed						
Expenditures						
Funds Balance						

The undersigned hereby certifies that the amounts reported herein are: 1) true and correct. 2) based on the the OFM's records of payments made during the quarter; 3) based on reports submitted by the AV; 4) duly supported by documents evidencing these transactions.

Date Signed

USAID - OFM

ADMINISTRATIVE VEHICLE
THE LOCAL GOVERNMENT INFRASTRUCTURE FUND (LGIF) PROJECT
SUMMARY OF ACTUAL DISBURSEMENTS
FOR THE QUARTER ENDED _____ 19__

GRANT NUMBER	AMOUNT OF GRANT		PACD		DATE	
PARTICULARS	THIS QUARTER		YEAR TO DATE		CUMULATIVE PROJECT TOTAL	
	ACTUAL	UNDER (OVER) BUDGET	ACTUAL	UNDER (OVER) BUDGET	ACTUAL	UNDER (OVER) BUDGET
A. OPERATING EXPENSES						
(AV-2)						
1. Technical Assistance						
2. Other Operating Expns.						
Salaries of Personnel						
Supplies						
Office Rental						
Communications						
Others (Specify)						
TOTAL OPERATING EXPENSES						
B. ADVANCES TO LGUS FOR						
SUBPROJECT COSTS (AV-3)						
1. Feasibility Study						
2. Detailed Engineering						
Design						
3. Construction Works						
4. Construction Supervsn.						
TOTAL ADVANCES TO LGUS						
TOTAL DISBURSEMENTS						

The undersigned hereby certifies that the amounts reported herein are: 1) true and correct. 2) based on the the AV's records of the transactions for the quarter; 3) duly supported by documents and/or reports submitted by other entities (LGUs) concerned.

Date Signed

AV Project Director

ADMINISTRATIVE VEHICLE
THE LOCAL GOVERNMENT INFRASTRUCTURE FUND (LGIF) PROJECT
SCHEDULE OF ACTUAL DISBURSEMENTS FOR OPERATING EXPENSES
FOR THE QUARTER ENDED _____ 19__

GRANT NUMBER	AMOUNT OF GRANT	PACD	DATE				
PARTICULARS	THIS QUARTER					TOTAL YEAR TO DATE	CUMULATIVE PROJECT TOTAL
	MONTH			TOTAL	UNDER (OVER) BUDGET		
1. Technical Assistance							
2. Commodities/ Equipment							
3. Salaries of Personnel							
4. Office Rental							
5. Office Supplies							
6. Travel and Transportation							
7. Communications							
8. Others (Specify)							
TOTAL DISBURSEMENTS							

The undersigned hereby certifies that the amounts reported herein are: 1) true and correct, 2) based on the the AV's records of the transactions for the quarter; 3) duly supported by documents and/or reports submitted by other entities (LGUs) concerned.

Date Signed

AV Project Director

ADMINISTRATIVE VEHICLE
THE LOCAL GOVERNMENT INFRASTRUCTURE FUND (LGIF) PROJECT
SUMMARY OF ACTUAL EXPENDITURES
FOR THE QUARTER ENDED _____ 19__

GRANT NUMBER	AMOUNT OF GRANT	PACD	DATE
	THIS QUARTER		YEAR TO DATE
PARTICULARS	AMOUNT ALLOTTED	AMOUNT OBLIGATED	BALANCE OF ALLOTMENT
AMOUNT ALLOTTED	AMOUNT OBLIGATED	BALANCE OF ALLOTMENT	AMOUNT ALLOTTED
AMOUNT OBLIGATED	BALANCE OF ALLOTMENT	AMOUNT ALLOTTED	AMOUNT OBLIGATED
BALANCE OF ALLOTMENT	AMOUNT ALLOTTED	AMOUNT OBLIGATED	BALANCE OF ALLOTMENT
A. OPERATING EXPENSES			
(AV-5)			
1. Technical Assistance			
2. Other Operating Expns.			
Salaries of Personnel			
Supplies			
Office Rental			
Communications			
Others (Specify)			
TOTAL OPERATING EXPENSES			
B. SUBPROJECT COSTS			
(AV-6)			
1. Feasibility Study			
2. Detailed Engineering			
Design			
3. Construction Works			
4. Construction Supervsn.			
TOTAL SUBPROJECT COSTS			
TOTAL EXPENDITURES			

The undersigned hereby certifies that the amounts reported herein are: 1) true and correct, 2) based on the the AV's records of the transactions for the quarter; 3) duly supported by documents and/or reports submitted by other entities (LGUs) concerned.

Date Signed

AV Project Director

ADMINISTRATIVE VEHICLE
THE LOCAL GOVERNMENT INFRASTRUCTURE FUND (LGIF) PROJECT
SCHEDULE OF ACTUAL EXPENDITURES FOR OPERATING EXPENSES
FOR THE QUARTER ENDED _____ 19__

GRANT NUMBER	AMOUNT OF GRANT	PACD	DATE		
PARTICULARS	THIS QUARTER				YEAR TO DATE
				TOTAL	
1. Technical Assistance					
Amount Alloted					
Amount Obligated					
Balance of Allotment					
2. Commodities/ Equipment					
Amount Alloted					
Amount Obligated					
Balance of Allotment					
3. Salaries of Personnel					
Amount Alloted					
Amount Obligated					
Balance of Allotment					
4. Office Rental					
Amount Alloted					
Amount Obligated					
Balance of Allotment					
5. Office Supplies					
Amount Alloted					
Amount Obligated					
Balance of Allotment					
6. Travel and Transportation					
Amount Alloted					
Amount Obligated					
Balance of Allotment					
7. Communications					
Amount Alloted					
Amount Obligated					
Balance of Allotment					
GRAND TOTAL					
Amount Alloted					
Amount Obligated					
Balance of Allotment					

The undersigned hereby certifies that the amounts reported herein are: 1) true and correct, 2) based on the the AV's records of the transactions for the quarter; 3) duly supported by documents and/or reports submitted by other entities (LGUs) concerned.

Date Signed

AV Project Director

ADMINISTRATIVE VEHICLE
THE LOCAL GOVERNMENT INFRASTRUCTURE FUND (LGIF) PROJECT
STATUS OF FUND REPORT

FOR THE QUARTER ENDED _____ 19__

GRANT NUMBER	AMOUNT OF GRANT	PACD	DATE
PARTICULARS			AMOUNT
LGIF FUND BALANCE, BEGINNING OF QUARTER			
ADVANCES RECEIVED DURING THE QUARTER			
TOTAL FUNDS AVAILABLE			
DISBURSEMENTS			
LGIF FUND BALANCE, END OF QUARTER *			
FUND DISTRIBUTION:			
CASH ON HAND			
REVOLVING FUNDS			
BANK ACCOUNTS (AV - 8)			
1.			
2.			
3.			
4.			
TOTALS *			
* Fund Balance should tally with the Fund Distribution			

The undersigned hereby certifies that the amounts reported herein are: 1) true and correct, 2) based on the the AV's records of the transactions for the quarter; and 3) duly supported by documents. The undersigned further certifies that the reported bank account balances are duly supported by bank statements issued by the respective banks and that these have been reconciled with the AV's books of accounts.

Date Signed

AV Project Director

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ADMINISTRATIVE VEHICLE
THE LOCAL GOVERNMENT INFRASTRUCTURE FUND (LGIF) PROJECT
STATEMENT OF BANK BALANCE
FOR THE QUARTER ENDED _____ 19__

GRANT NUMBER	AMOUNT OF GRANT	PACD	DATE
NAME OF BANK DEPOSITORY & ADDRESS			
TYPE OF ACCOUNT: <input type="checkbox"/> CURRENT <input type="checkbox"/> SAVINGS <input type="checkbox"/> TIME DEPOSIT			INTEREST RATE %
BANK BALANCE, BEGINNING OF QUARTER			
CREDITS TO ACCOUNT			
DEPOSITS			
FUND TRANSFERS FROM OTHER ACCOUNTS			
INTERESTS			
OTHER CREDITS			
TOTAL CREDITS			
TOTAL CASH IN BANK AVAILABLE			
DEBITS TO ACCOUNT			
CHECKS ISSUED / CLEARED			
TRANSFERS TO OTHER ACCOUNTS			
SERVICE CHARGES			
OTHER DEBITS			
TOTAL DEBITS			
BANK BALANCE, END OF QUARTER			

The undersigned hereby certifies that the amounts reported herein are: 1) true and correct; 2) based on the the AV's records of the transactions for the quarter; and 3) duly supported by documents. The undersigned further certifies that the reported bank account balances are duly supported by bank statements issued by the respective banks and that these have been reconciled with the AV's books of accounts.

Date Signed

AV Project Director

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ADMINISTRATIVE VEHICLE
 THE LOCAL GOVERNMENT INFRASTRUCTURE FUND (LGIF) PROJECT
 SUMMARY OF GOP COUNTERPART CONTRIBUTIONS BY ELEMENT
 FOR THE QUARTER ENDED _____ 19__

PARTICULARS	QUANTITY			AMOUNT		
	THIS QUARTER	YEAR TO DATE	CUMULATIVE FOR PROJECT	THIS QUARTER	YEAR TO DATE	CUMULATIVE FOR PROJECT
A. LAND USED FOR SUBPROJECTS (QTY. IN SQ. METERS)						
SCHOOLS						
PUBLIC MARKETS						
HEALTH CENTERS						
TOTAL						
B. OTHER EXPENDITURES INCURRED BY LGUS FOR SUBPROJECTS						
SALARIES OF PERSONNEL ASSIGNED TO SUBPROJECTS						
(QTY. IN MANHOURS)						
OTHER EXPENSES (SPECIFY)						
TOTAL						
TOTAL AMOUNT OF GOP CONTRIBUTIONS						
PERCENT OF GOP CONTRIBUTIONS TO TOTAL LGIF GRANT						

The undersigned hereby certifies: 1) that the above represents the best estimates of the expenditures incurred by the LGU as counterpart contributions; 2) that these are duly supported by documents and/or reports submitted by the LGUs involved.

 Date Signed

 AV Project Director

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NAME OF LOCAL GOVERNMENT UNIT
 THE LOCAL GOVERNMENT INFRASTRUCTURE FUND (LGIF) PROJECT
 SCHEDULE OF ACTUAL SUBPROJECT DISBURSEMENTS AND EXPENDITURES
 FOR THE QUARTER ENDED _____ 19__

GRANT NUMBER	AMOUNT OF GRANT	PACD	DATE
--------------	-----------------	------	------

SUBPROJECT DESCRIPTION	SUBPROJECT CODE NO.
START UP	DATE COMPLETION

PARTICULARS	THIS QUARTER		YEAR TO DATE		CUMULATIVE SUBPROJEC TOTAL	
	ACTUAL	UNDER (OVER) BUDGET	ACTUAL	UNDER (OVER) BUDGET	ACTUAL	UNDER (OVER) BUDGET
A. DISBURSEMENTS						
1. Feasibility Study						
2. Detailed Engineering						
3. Construction Works						
4. Construction Supervisn						
TOTAL						
B. AMOUNT OBLIGATED AS EXPENDITURE						
1. Feasibility Study						
2. Detailed Engineering						
3. Construction Works						
4. Construction Supervisn						
TOTAL						

The undersigned hereby certifies that the amounts reported herein are: 1) true and correct. 2) based on the the LGU's records of the transactions for the quarter; 3) duly supported by documents.

_____ Date Signed

_____ LGU Official

NAME OF LOCAL GOVERNMENT UNIT
 THE LOCAL GOVERNMENT INFRASTRUCTURE FUND (LGIF) PROJECT
 STATUS OF FUND REPORT
 FOR THE QUARTER ENDED _____ 19__

GRANT NUMBER	AMOUNT OF GRANT	PACD	DATE
PARTICULARS			AMOUNT
LGIF FUND BALANCE, BEGINNING OF QUARTER			
ADVANCES RECEIVED DURING THE QUARTER			
TOTAL FUNDS AVAILABLE			
DISBURSEMENTS			
LGIF FUND BALANCE, END OF QUARTER *			
FUND DISTRIBUTION:			
CASH ON HAND			
REVOLVING FUNDS			
BANK ACCOUNT			
TOTAL *			
* Total Fund Balance should tally with the Total Fund Distribution.			

The undersigned hereby certifies that the amounts reported herein are: 1) true and correct, 2) based on the the LGU's records of the transactions for the quarter; and 3) duly supported by documents. The undersigned further certifies that the reported bank account balances are duly supported by bank statements issued by the respective banks and that these have been reconciled with the AV's books of accounts.

 Date Signed

 LGU OFFICIAL

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NAME OF LOCAL GOVERNMENT UNIT
 THE LOCAL GOVERNMENT INFRASTRUCTURE FUND (LGIF) PROJECT
 STATEMENT OF BANK BALANCE
 FOR THE QUARTER ENDED _____ 19__

GRANT NUMBER	AMOUNT OF GRANT	PACD	DATE
--------------	-----------------	------	------

NAME OF BANK DEPOSITORY & ADDRESS

TYPE OF ACCOUNT: <input type="checkbox"/> CURRENT <input type="checkbox"/> SAVINGS <input type="checkbox"/> TIME DEPOSIT	INTEREST RATE
BANK BALANCE, BEGINNING OF QUARTER	
CREDITS TO ACCOUNT	
DEPOSITS	
INTERESTS	
OTHER CREDITS	
TOTAL CREDITS	
TOTAL CASH IN BANK AVAILABLE	
DEBITS TO ACCOUNT	
CHECKS ISSUED / CLEARED	
SERVICE CHARGES	
OTHER DEBITS	
TOTAL DEBITS	
BANK BALANCE, END OF QUARTER	

The undersigned hereby certifies that the amounts reported herein are: 1) true and correct, 2) based on the the LGU's records of the transactions for the quarter; and 3) duly supported by documents. The undersigned further certifies that the reported bank account balances are duly supported by bank statements issued by the respective banks and that these have been reconciled with the AV's books of accounts.

_____ Date Signed

_____ LGU OFFICIAL

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NAME OF LOCAL GOVERNMENT UNIT
 THE LOCAL GOVERNMENT INFRASTRUCTURE FUND (LGIF) PROJECT
 SCHEDULE OF GOP COUNTERPART CONTRIBUTIONS IN SUBPROJECT
 FOR THE QUARTER ENDED _____ 19__

SUBPROJECT DESCRIPTION	SUBPROJECT CODE NO.		DATE	
	START UP	COMPLETION		
PARTICULARS	THIS QUARTER		SUBPROJECT TOTAL TO DATE	
	QUANTITY	AMOUNT	QUANTITY	AMOUNT
A. LAND USED FOR SUBPROJECT (QTY. IN SQ. METERS)				
B. SALARIES OF PERSONNEL ASSIGNED TO SUBPROJECT (QTY. IN MANHOURS)				
C. OTHER EXPENDITURES INCURRED FOR SUBPROJECT (SPECIFY)				
TOTAL GOP CONTRIBUTIONS FOR SUBPROJECT				

The undersigned hereby certifies: 1) that the above represents the best estimates of the expenditures incurred by the LGU as counterpart contributions; 2) that these are duly supported by documents and/or reports submitted by the LGUs involved.

_____ Date Signed

_____ LGU OFFICIAL

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