



# CLAVERIA WATER DISTRICT

## Operations Manual

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*Financial Services*

Revised 2020

## **General Accounting and Management Information**

Accounting is a tool in Financial Management. Information from the accounting system shall determine the productivity and enable to evaluate the performance of the agency's operation, the results of the evaluation is a guide in determining what course of action to follow in future operation.

The accounting system must be comprehensive but flexible to ensure that information can be adhered in a way that these are understood even by those who have no technical knowledge of accountancy.

### ***Commercial Practices System (CPS)***

Commercial Practices System comprises the prescribed systems and procedures to effectively account for all the transactions, safeguard the assets, promote operational efficiency and provide uniform management information and reporting system among water districts.

### ***Benefits from the use of the CPS***

The standard systems and procedures benefit the water district in the following ways:

1. Streamlined procedures, systematic report preparation, and the appropriate distribution of workload result to a more efficient operation in terms of minimal error, if any, timely and reliable reports, savings on supplies and manpower cost and maximize utility of operating resources;
2. Timely and accurate financial and accounting reports make for improved performance evaluation and better decisions;
3. Improved working relationship between management and among the different functional units brought about by proper delineation of functions; and,
4. Improved management of assets and other resources and minimize losses through the institution of internal control measures.

Government Accounting System is defined pursuant to Section 109, PD 1445 as one which "encompasses to analyzing, recording, classifying, summarizing and communicating all transactions involving the receipt and disposition of government funds and property and interpreting the result thereof".

## **Objectives**

1. To produce information concerning past operations and present condition;
2. To provide a basis for guidance for future operations;
3. To provide control for the acts of the public bodies and officers in the receipt, disposition and utilization of funds and property; and
4. To report on the financial position and results of operations of government agencies for the information of all persons concerned.

## **Philippine Financial Reporting System (PFRS)**

The Philippine Financial Reporting Standards (PFRS)/Philippine Accounting Standards (PAS) are the new set of Generally Accepted Accounting Principles (GAAP) issued by the Accounting Standards Council (ASC) to govern the preparation of financial statements.

### *Basis of Accounting*



The financial statements are prepared on an accrual basis in accordance with the Philippine Financial Reporting Standards (PFRS).

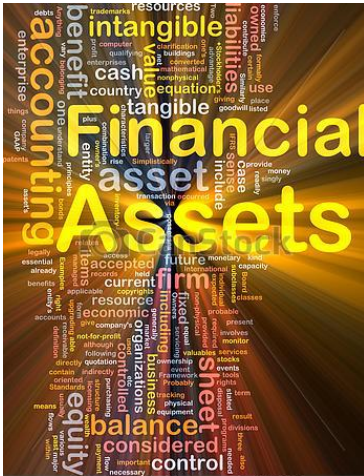
### *Financial Statements and Reports*

The following reports have been prepared by the CWD monthly and submitted to the Local Water Utilities Administration:

1. Trial Balance
2. Statement of Cash Flows
3. Statement of Comprehensive Income
4. Statement of Financial Position
5. Monthly Data Sheet
6. Bacti-Test Summary Report

## Financial Instruments

### a. Financial Assets



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The amortized cost of a financial asset is the amount at which financial asset is measured at initial recognition minus principal repayments, plus or minus the cumulative amortization using the effective interest method of any difference between that initial amount and the maturity amount, and minus any reduction (directly or through the use of an allowance account) for impairment or uncollectibility.

Purchases or sales of financial assets that require delivery of assets within a time frame established by regulation or convention in the marketplace (regular way trades) are recognized on the trade date, i.e., the date that the Claveria Water District commits to purchase or sell the asset.

The Claveria Water District's financial assets include: cash and cash equivalent; trade and other receivables.

A financial asset or a group of financial assets is impaired and impairment losses are incurred if, and only if, there is objective evidence of impairment as a result of one or more events that occurred after the initial recognition of the asset (a 'loss event') and that loss event (or events) has an impact on the estimated future cash flows of the financial asset or group of financial assets that can be reliably estimated.

If, in a subsequent period, the amount of the impairment loss decreases and the decrease can be related objectively to an event occurring after the impairment was recognized (such as an improvement in the debtor's credit rating), the previously recognized impairment loss shall be reversed either directly or by adjusting an allowance account. The reversal shall not result in a carrying amount of the financial asset that exceeds what the amortized cost would have been had the impairment not been recognized at the date the impairment is reversed. The amount of the reversal shall be recognized in profit or loss.

*b. Financial Liabilities*

The amortized cost of a financial liability is the amount at which financial liability is measured at initial recognition minus principal repayments, plus or minus the cumulative amortization using the effective interest method of any difference between that initial amount & the maturity amount, & minus any reduction for impairment or uncollectibility.



All financial liabilities are recognized initially at fair value &, in the case of loans & borrowings, plus directly attributable transaction costs.

The Claveria Water District's financial liabilities include trade & other payables, bank overdrafts, loans & borrowings, financial guarantee contracts.

A financial liability is derecognized when the obligation under the liability is discharged or cancelled or expires.

When an existing financial liability is replaced by another from the same lender on substantially different terms, or the terms of an existing liability are substantially modified, such an exchange or modification is treated as a derecognition of the original liability and the recognition of a new liability, & the difference in the respective carrying amounts is recognized in profit or loss.

*c. Offsetting of Financial Instruments*

Financial assets and financial liabilities are offset and the net amount reported in the consolidated statement of financial position if, and only if, there is a currently enforceable legal right to offset the recognized amounts and there is an intention to settle on a net basis, or to realize the assets and settle the liabilities simultaneously.

*d. Fair Value of Financial Instruments*

The fair value of financial instruments that are traded in active markets at each reporting date is determined by reference to quoted market prices or dealer price quotations (bid price for long positions and ask price for short positions), without any deduction for transaction costs.

## *Cash and Cash Equivalents*



Cash and cash equivalents comprise cash on hand and cash at bank, deposits on call and highly liquid investments with an original maturity of three months or less, which are readily convertible to known amounts of cash and are subject to insignificant risk of changes in value. For the purpose of the consolidated statement of cash flows, cash and cash equivalents consist of cash and short-term deposits as defined above, net of outstanding bank overdrafts.

## *Inventories*

Inventories are measured at the lower of cost and net realizable value. The cost of inventories comprise all costs of purchase, costs of conversion and other costs incurred in bringing the inventories to their present location and condition.



The cost of inventories of items that are not ordinarily interchangeable and goods or services produced and segregated for specific projects are assigned by using specific identification of their individual costs.

The costs of inventories that are interchangeable are assigned by using the first-in, first-out (FIFO) or weighted average cost formula. An entity uses the same cost formula for all inventories having a similar nature and use to the entity.

Inventories are recognized as an expense when deployed for sale, utilization or consumption in the ordinary course of operations of the Claveria Water District.

## *Investment Property*

Investment properties are measured initially at cost, including transaction costs. The carrying amount includes the replacement cost of components of an existing investment property at the time that cost is incurred if the recognition

criteria are met and excludes the costs of day-to-day maintenance of an investment property.

An investment property is derecognized (eliminated from the statement of



financial position) on disposal or when the investment property is permanently withdrawn from use and no future economic benefits are expected from its disposal. Gains or losses arising from the retirement or disposal of investment property is determined as the difference between the net disposal proceeds and

the carrying amount of the asset and is recognized in profit or loss in the period of the retirement or disposal.

Compensation from third parties for investment property that was impaired, lost or given up is recognized in profit or loss when the compensation becomes receivable.

The Claveria Water District uses the cost model for the measurement of investment property after initial recognition.

### *Property, Plant and Equipment*

An item is recognized as property, plant, and equipment (PPE) if it meets the characteristics and recognition criteria as a PPE.

#### **The characteristics of PPE**

1. Tangible items;
2. are held for use in the production or supply of goods or services, for rental to others, or for administrative purposes; and
3. Are expected to be used during more than one reporting period.

#### **An item of PPE is recognized as an asset if:**

1. It is probable that future economic benefits associated with the item will flow to the entity; and
2. The cost or fair value of the item can be measured reliably

An item recognized as property, plant, and equipment is measured at cost. Costs include the following:

1. Its purchase price, including import duties and non-refundable purchase taxes, after deducting trade discounts and rebates;
2. expenditure that is directly attributable to the acquisition of the items; and
3. Initial estimate of the costs of dismantling and removing the item and restoring the site on which it is located, the obligation for which an entity incurs either when the item is acquired, or as a consequence of having used the item during a particular period for purposes other than to produce inventories during that period.

After recognition, all property, plant and equipment are stated at cost less accumulated depreciation and impairment losses.

When significant parts of property, plant and equipment are required to be replaced at intervals, the Claveria Water District recognizes such parts as individual assets with specific useful lives and depreciates them accordingly. Likewise, when a major repair/replacement is done, its cost is recognized in the carrying amount of the plant and equipment as a replacement if the recognition criteria are satisfied. All other repair and maintenance costs are recognized as expense in profit or loss as incurred.

Each part of an item of property, plant, and equipment with a cost that is significant in relation to the total cost of the item is depreciated separately.

The depreciation charge for each period is recognized as expense unless it is included in the cost of another asset.

Depreciation of an asset begins when it is available for use such as when it is in the location and condition necessary for it to be capable of operating in the manner intended by management.

#### *Depreciation Method*

The straight line method of depreciation is adopted for agency operation. The Claveria Water District uses the Schedule on the Estimated Useful Life of PPE by classification prepared by COA. The Claveria Water District uses a residual value equivalent to ten percent (10%) of the cost of the PPE.



## Revenue

Revenue shall be measured at the fair value of the consideration received or receivable. The Claveria Water District recognizes revenue from rendering of services by reference to the stage of completion when the outcome of the transaction can be estimated reliably. The stage of completion is measured by reference to labor hours incurred to date as a percentage of total estimated labor hours.



Where the contract outcome cannot be measured reliably, revenue is recognized only to the extent that the expenses incurred are recoverable.

Revenue from the sale of goods is recognized when the significant risks and rewards of ownership have been transferred to the buyer, usually on delivery of the goods and when the amount of revenue can be measured reliably and it is probable that the economic benefits associated with the transaction will flow to the Claveria Water District.

## Employee Benefits

The employees of Claveria Water District are members of the Government Service Insurance System (GSIS), which provides life and retirement insurance coverage.

The Claveria Water District recognizes the undiscounted amount of short term employee benefits, like salaries, wages, bonuses, allowance, etc., as expense unless capitalized, and as a liability after deducting the amount paid.

The Claveria Water District recognizes expenses for accumulating compensated absences when these are paid (commuted or paid as terminal leave benefits). An unused entitlement that has accumulated at the reporting date is not recognized as expense. Non-accumulating compensated absences, like special leave privileges, are not recognized.



### Book of Accounts

The Claveria Water District books under the manual system of government accounting consist of journals and ledgers as follows:

1. Journals
  - a. Cash Receipt Register
  - b. Check Register
  - c. Disbursement Voucher Register
  - d. Billing Register
  - e. Journal Entry Vouchers
2. Ledgers
  - a. General Ledger
  - b. Subsidiary Ledger

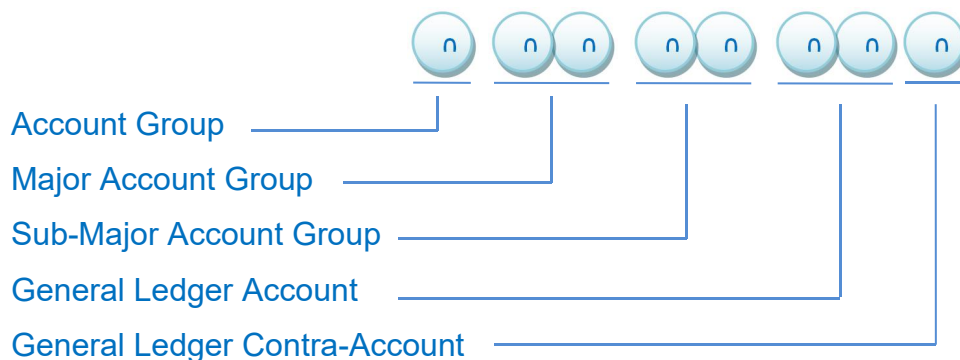
### Accounts Coding System

Codes are assigned to account groups, major account, and sub-major account group, general ledger and general ledger contra account.

#### Codes for the account groups

Account Code	Accounts
1	Assets
2	Liabilities
3	Equity
4	Income
5	Expense

The account code structure consists of eight (8) digits as follows:



(See Annex "A" for the Chart of accounts)

## Disbursement

Disbursement of funds by the CWD ensures that it is in accordance with the authoritative pronouncements, such as issuances of the COA, DBM and the Philippine Financial Reporting System.

### Disbursement Vouchers (DV) Supporting Documents

#### Purchase of Goods

##### ***If Below 50, 000 pesos***

1. Purchase Request
2. Canvass (at least 3 different suppliers)
3. Abstract of Quotation
4. Purchase Order
5. Delivery Receipt (Charge Invoice)
6. Official Receipt/ Sales Invoice/ Collection Receipt
7. Inspection and Acceptance Report
8. Certificate of Tax Withheld
9. Copy of Check signed receipt by the supplier
10. Signature of the supplier in the received Payment Portion in the DV

##### ***If 50, 000 pesos and above (Purchase of Goods/ Infrastructure Projects)***

1. Purchase Request/ Program of Work
2. BAC minutes of the meeting (Discussion for the mode of Procurement)
3. Request for Quotation/ Invitation to Bid by the Bids and Awards Committee (BAC)
4. Posting at Philgeps ([www.philgeps.gov.ph](http://www.philgeps.gov.ph))/ Solicitation to at least 3 suppliers for RFQ
5. Printed copies of Philgeps Posting
6. Quotation(s) of Interested Supplier(s)
7. Eligibility Documents of Supplier(s)/ Contractor(s)
  - a. Philgeps Registration Certificate
  - b. Business Permit
  - c. Mayors Permit
  - d. Tax Clearance Certificate
  - e. Net Financial Capacity
  - f. Omnibus Sworn Statement
  - g. List of Projects completed and on-going related to the Purchase
  - h. Other documents required and related to the need
8. Abstract of Quotation by the BAC

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9. BAC Minutes of the Meeting (Evaluation of Bids/ Award Recommendation)
  10. Letter of Recommendation to the General Manager
  11. Notice of Awards to Winning Supplier/ Contractor
  12. Contract of Agreement
  13. Notice to Proceed
  14. Inspection and Acceptance Report
  15. Billing and Delivery Receipt
  16. Certificate of Tax Withheld
  17. Official Receipt
  18. Copy of Check signed receipt by the Supplier/ Contractor
  19. Signature of the Supplier/ Contractor in the received Payment Portion in the DV

#### ***Purchase of Service***

1. Statement of Account
2. Certificate of Tax Withheld
3. Official Receipt
4. Copy of Check signed receipt by the Supplier
5. Signature of the Supplier in the received Payment portion in the DV

#### ***Payment of Salaries (Advances for Payroll)***

1. Check payment made to the name of the General Manager
2. Employees Signature at the Payroll
3. Accomplished and Signed Daily Time Record
4. Signed Voucher
5. Signed copy of Check

#### ***Payment of Labor Costs (If Above 1,000.00 each)***

1. Check Payment made to the name of laborer
2. Laborers Signature at the Payroll
3. Accomplished Daily Time Record
4. Accomplishment Report signed by the Inspection Officer
5. Signed Voucher
6. Signed copy of Checks

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***Payment to Job Order***

1. Certificate of Pre-Inspection by the GM
2. Job Order accepted by the Laborer
3. Certificate of Post-Inspection
4. Official Receipt or Reimbursement Expense Receipt
5. Signed Voucher
6. Signed copy of Check

***Payment to Service Contractors***

1. Contract of Service signed by both parties duly notarized by an Administering Officer
2. Duly accomplished Daily Time Record
3. Daily Accomplishment Reports
4. Signed Voucher
5. Signed copy of Check

The following are the control activities for Disbursement of the CWD:

**By Checks:**

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1. All payments except Petty Cash Fund Disbursements and Payrolls are made by check.
  2. All checks issued are in numerical sequence.
  3. Disbursement Vouchers (DVs), supporting documents and account distribution be reviewed and signed by the accounting processor.
  4. All voided and spoiled checks are be properly cancelled and held available for inspection by the COA Auditors.
  5. All supporting documents of Disbursement Vouchers are stamped "Paid" or marked with similar indications immediately after the check is signed to prevent possible reuse.
  6. Payee's signature or receipt is secured first before check is delivered.
  7. Bank accounts reconciled monthly.
  8. Reconciliation is done by the accounting processor who does not involve in signing the checks, recording cash transactions and handling cash.

## Petty Cash Fund

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1. Imprest Fund system is used.
  2. Funds replenishment checks are made payable to the custodian.
  3. 75% of the petty cash fund is the limit before making reimbursement. *(The District's petty cash fund is Five Thousand Pesos (5,000.00) only therefore replenishments should not exceed Three Thousand Seven Hundred Fifty Pesos (3,750.00)*
  4. Petty cash fund disbursement is for approval by the GM.
  5. Below One Thousand Pesos is the petty cash fund ceiling for individual payments
  6. COA Auditors counts petty cash fund annually on a surprise basis.
  7. Petty Cash Funds disbursements are properly recorded at petty cash funds Cash Book.
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**Annex “A”**

<b>Account Code</b>	<b>Account Title</b>
<b>Cash</b>	
1 01 01 010	Cash-Collecting Officer
1 01 01 020	Petty Cash
1 01 02 010	Cash in Bank, Local Currency, Current Account
1 01 02 020	Cash in Bank, Local Currency, Savings Account
<b>Receivables Accounts</b>	
1 03 01 010	Accounts Receivables
1 03 01 011	Allowance for Impairment- Accounts Receivables
1 03 01 040	Notes Receivables
1 03 01 041	Allowance for Impairment- Notes Receivables
1 03 05 990	Other Receivables
<b>Advances</b>	
1 99 01 020	Advances for Payroll
1 99 01 040	Advances to Officers and Employees
<b>Inter-Agency Receivables</b>	
1 03 03 010	Due from National Government Agencies
1 03 03 011	Allowance for Impairment- Due from National Government Agencies
1 03 03 020	Due from Government- GOCCs
1 03 03 021	Allowance for Impairment- Due from Government- GOCCs
1 03 03 030	Due from Local Government Units
1 03 03 031	Allowance for Impairment- Due from Local Government Units
1 03 03 040	Due from Joint Venture
1 03 03 041	Allowance for Impairment- Due from Joint Venture
<b>Inventories</b>	
1 04 01 010	Merchandise Inventory
	01 Meters
	02 Service Connection Materials
	03 Transmission and Distribution Materials
1 04 04 010	Office Supplies Inventory
1 04 04 080	Fuel, Oil and Lubricants Inventory
1 04 04 120	Chemical and Filtering Supplies Inventory
1 04 04 130	Construction Materials Inventory
1 04 04 990	Other Supplies and Materials Inventory
<b>Prepayments, Deposits and Deferred Charges</b>	
1 99 01 010	Advances to Contractors
1 99 01 020	Prepaid Rent
1 99 01 050	Prepaid Insurance
1 99 02 990	Other Prepayments
1 99 03 020	Guaranty Deposits

<b>Land and Other Improvements</b>	
1 06 01 010	Land
1 06 02 990	Other Land Improvements
1 06 02 991	Accumulated Depreciation- Other Land Improvements
<b>Plant, Buildings and Other Structures</b>	
1 06 31 110	Plant- Utility Plant in Service
1 06 31 111	Accumulated Depreciation- Plant (UPIS)
	01 Collecting and Impounding Reservoirs
	02 Lake, River, and Other Intakes
	03 Springs and Tunnels
	04 Wells
	05 Supply Mains
	06 Other Source of Supply Plant
	07 Other Pumping Plant
	08 Reservoirs and Tanks
	09 Transmission and Distribution Mains
	10 Fire Mains
	11 Service Connection
	12 Meters
	13 Meter Installation
	14 Hydrants
	99 Other Transmission and Distribution Mains
1 06 04 010	Buildings
1 06 04 011	Accumulated Depreciation- Buildings
1 06 04 990	Other Structures
1 06 04 991	Accumulated Depreciation- Other Structures
1 06 05 020	Office Equipment
1 06 05 021	Accumulated Depreciation- Office Equipment
1 06 06 010	Motor Vehicle
1 06 06 011	Accumulated Depreciation- Motor Vehicle
1 06 05 990	Other Equipment
1 06 05 991	Accumulated Depreciation- Other Equipment
1 06 07 010	Furniture and Fixtures
1 06 07 011	Accumulated Depreciation- Furniture and Fixtures
1 06 99 020	Construction in Progress- Infrastructure Assets
1 06 99 030	Construction in Progress- Buildings and Other Structures
1 06 99 060	Construction in Progress- Furniture and Fixtures
<b>Payable Accounts</b>	
2 01 01 010	Accounts Payable
2 01 01 040	Notes Payable
2 06 01 010	Pension Benefits Payable



2 06 01 020	Leave Benefits Payable
2 06 01 030	Retirement Gratuity Payable
<b>Inter-Agency Payables</b>	
2 02 01 010	Due to BIR
2 02 01 020	Due to GSIS
2 02 01 030	Due to Pag-ibig
2 02 01 040	Due to Philhealth
2 02 01 050	Due to NGAs
2 02 01 060	Due to Government Corporations
2 02 01 070	Due to LGUs
<b>Other Payables</b>	
2 01 01 020	Due to Officers and Employees
	01 Provident Fund
	02 SSS
	03 Retirement Benefits
2 04 01 040	Guaranty/ Security Deposits Payable
2 09 99 990	Other Payables
<b>Loans/ Lease Payable</b>	
2 01 01 050	Interest Payable
2 01 02 040	Loans Payable- Domestic
2 01 99 990	Other Financial Liabilities
<b>Deferred Credits</b>	
2 04 01 050	Customers' Deposit Payable
2 05 01 990	Other Deferred Credits
<b>Equity</b>	
3 01 01 030	Contributed Capital
3 07 01 010	Retained Earnings/ (Deficit)
<b>Business and Service Income</b>	
4 02 02 050	Rent/ Lease Income
4 02 02 090	Waterworks System Fees
4 02 01 140	Fines and Penalties- Service Income
4 02 01 990	Other Service Income
<b>Other Income</b>	
4 04 02 010	Income from Grants and Donations in Cash
4 04 02 020	Income from Grants and Donations in Kind
4 05 01 040	Gain on Sale of Property, Plant and Equipment
4 05 01 990	Other Gains
4 06 03 990	Miscellaneous Income
<b>Personnel Expenses</b>	
5 01 01 010	Salaries and Wages- Regular
5 01 01 020	Salaries and Wages- Casual/ Contractual

5 01 02 010	Personnel Economic Relief Allowance (PERA)
5 01 02 020	Representation Allowance (RA)
5 01 02 030	Transportation Allowance (TA)
5 01 02 040	Clothing/ Uniform Allowance
5 01 02 130	Overtime and Night Pay
5 01 02 140	Year End Bonus
5 01 02 100	Honoraria
5 01 02 110	Hazard Pay
5 01 02 120	Longevity Pay
5 01 02 130	Overtime and Night Pay
5 01 02 140	Year End Bonus
5 01 02 150	Cash Gift
5 01 02 990	Other Bonuses and Allowances
5 01 03 010	Retirement and Life Insurance Premiums
5 01 03 020	Pag-Ibig Contributions
5 01 03 030	Philhealth Contributions
5 01 03 040	Employees Compensation Insurance Premiums
5 01 03 050	Provident/ Welfare Fund Contributions
5 01 04 010	Pension Benefits
5 01 04 020	Retirement Gratuity
5 01 04 030	Terminal Leave Benefits
5 01 04 990	Other Personnel Benefits
<b>Maintenance and Other Operating Expenses</b>	
5 02 01 010	Travelling Expense- Local
5 02 01 020	Travelling Expense- Foreign
5 02 02 010	Training Expenses
5 02 02 020	Scholarship Grants/ Expense
5 02 03 010	Office Supplies Expenses
5 02 03 020	Accountable Forms Expenses
5 02 03 030	Non-Accountable Forms Expenses
5 02 03 050	Food Supplies Expenses
5 02 03 060	Welfare Goods Expenses
5 02 03 070	Drugs and Medicines Expenses
5 02 03 080	Medical, Dental and Laboratory Supplies Expenses
5 02 03 090	Fuel, Oil and Lubricants Expenses
	01 Pumping
	02 Motor Vehicle
	03 Genset- Office
5 02 03 110	Textbooks and Instructional Materials Expenses
5 02 03 130	Chemicals and Filtering Supplies Expense
5 02 03 990	Other Supplies and Materials Expenses

5 02 04 010	Water Expenses
5 02 04 020	Electricity Expenses
	01   Office
	02   Pumping
5 02 05 010	Postage and Courier Services
5 02 05 020	Telephone Expenses
	01   Mobile
	02   Landline
5 02 05 030	Internet Subscription Expenses
5 02 05 040	Cable, Satellite, Telegraph and Radio Expenses
5 02 06 010	Awards/ Rewards Expenses
5 02 06 030	Indemnities
5 02 07 010	Survey Expenses
5 02 07 020	Research, Exploration and Development Expenses
5 02 09 010	Generation, Transmission and Distribution Expenses
5 02 10 030	Extraordinary and Miscellaneous Expense
	01   Extraordinary Expense
	02   Miscellaneous Expense
5 02 11 010	Legal Services
5 02 11 020	Auditing Services
5 02 11 990	Other Professional Services
5 02 12 020	Janitorial Services
5 02 12 030	Security Services
5 02 12 990	Other General Services
5 02 14 990	Financial Assistance/ Subsidy- Others
5 02 15 010	Taxes, Duties and Licenses
5 02 15 020	Fidelity Bond Premiums
5 02 15 030	Insurance Expenses
5 02 91 020	Directors and Committee Members Fee
5 02 99 010	Advertising, Promotional and Marketing Expenses
5 02 99 020	Printing and Publication Expenses
5 02 99 030	Representation Expenses
5 02 99 060	Membership Dues and Contributions to Organizations
5 02 99 080	Donations
5 05 01 020	Depreciation- Land Improvements
5 05 01 030	Depreciation- Infrastructure Assets
	03   Sewer Systems
	04   Water Supply Systems
	11   Plant- Utility Plant in Service (UPIS)
	99   Other Infrastructure Assets
5 05 01 040	Depreciation- Buildings and Other Structures

	01	Buildings
	07	Water Plant, Structures and Improvements
	99	Other Structures
5 05 01 050	Depreciation- Machinery and Equipment	
	01	Machinery
	02	Office Equipment
	99	Other Machinery and Equipment
5 05 01 060	Depreciation- Transportation Equipment	
	01	Motor Vehicles
	99	Other Transportation Equipment
5 05 01 070	Depreciation- Furniture, Fixtures and Books	
	01	Furniture and Fixtures
	02	Books
5 02 13 020	Repairs and Maintenance- Land Improvements	
5 02 13 030	Repairs and Maintenance- Infrastructure Assets	
	03	Sewer Systems
	04	Water Supply Systems
	11	Plant- Utility Plant in Service (UPIS)
	99	Other Infrastructure Assets
5 02 13 040	Repairs and Maintenance- Buildings and Other Structures	
	01	Buildings
	07	Water Plant, Structures and Improvements
	99	Other Structures
5 02 13 050	Repair and Maintenance- Machinery and Equipment	
	01	Machinery
	02	Office Equipment
	99	Other Machinery and Equipment
5 02 13 060	Repair and Maintenance- Transportation Equipment	
	01	Motor Vehicles
	99	Other Transportation Equipment
5 02 13 070	Repair and Maintenance- Furniture and Fixtures	
5 02 99 990	Other Maintenance and Operating Expenses	
<b>Miscellaneous Income Deductions</b>		
5 02 91 040	Documentary Stamps Expenses	
5 03 01 020	Interest Expenses	
5 03 01 040	Bank Charges	
5 03 01 050	Commitment Fees	
5 03 09 990	Other Financial Charges	
5 05 04 040	Loss on Sale of Property, Plant and Equipment	
5 05 04 090	Loss of Assets	
5 05 04 990	Other Losses	

