# CASH RECEIPTS REGISTER (CRReg)

**NOTARIAL REGISTER FUND**

*INSTRUCTIONS*

1. The CRReg shall be used by field offices without complete set of books to record the cash collections and deposits in the books of their mother unit (central/regional/division office).
2. The Clerk of Court/Accountable Officer shall maintain this Register to monitor the cash collections and deposits and to summarize the breakdown of receipts/income received as of specific date.
3. This shall be accomplished as follows:
4. **Entity Name** – name of the agency/entity
5. **Station** – name of court station
6. **Address** – where the court station is located
7. **LBP Account No.** – the LBP account number of the fund
8. **Name of Clerk of Court/Accountable Officer** – name of the clerk of court/accountable officer of the single sala court or the office of the clerk of court, in case of multi-sala court
9. **Contact No.** – the mobile number of the accountable officer and/or landline number of the court station
10. **Fund Cluster** – the fund code in accordance with UACS
11. **Sheet No**. – sheet/page number
12. **Date -** date of the ORs and DSs.
13. **OR No. –** serial number of the ORs and DSs issued including the cancelled ones listed in correct numerical sequence
14. **Name of Payor** – name of the person/agency/entity from whom the amount was received.
15. **Cash Collecting Officer (10101010):**
    * **Receipts**– amount received/collected based on the ORs
    * **Deposits-National Treasury-AGDB –** amount deposited/remitted based on the DS
    * **Balance –** the difference between the receipts and deposits
    * **Breakdown of Receipts:**

* **Sales – Notarial Book Fee** – amount received for the price of notarial book.
* **Sales – Freight Cost** – amount received for the freight cost of delivering the notarial books to the courts.
  + **Others** – shall be accomplished as follows:
* **Account Description** – account title used in accordance with the with the UACS
* **UACS Object Code** – object code used in accordance with the UACS
* **Amount Dr (Cr)**– amount received

1. The total of the “Receipts” columns must always equal to the sum of all the totals of the “Breakdown of Receipts” columns. The “Others” columns shall be used for refunds of overpayment of expenses and other collections which cannot be conveniently classified under the previously enumerated columns
2. A new sheet shall be used at the beginning of each quarter. Each sheet shall be totaled and the totals carried forward to the next sheet. The succeeding sheet shall start with the totals brought forward.
3. At the end of the quarter, this Register shall be totaled, balanced and ruled. The ruling shall be made on the line immediately after the last entry.
4. A certified copy of this Register together with the duplicate OR and validated DS shall be submitted to the Accounting Division, Financial Management Office, Office of the Court Administrator to serve as basis in the preparation of the JEV for recording the transactions in the books of accounts.
5. Every sheet shall be certified by the Clerk of Court/Accountable Officer as follows:

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| CERTIFIED CORRECT:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature over printed name  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Clerk of Court/Accountable Officer | **Subscribed and sworn to before:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature over printed name  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Executive/Presiding Judge |