# CASH RECEIPTS REGISTER (CRReg)

**SPECIAL ALLOWANCE FOR THE JUDICIARY 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:**
* **Legal Fees - Filing Fees - Docket Fees** – amount received for filing of cases based on Section 7, 8 & 21
* **Legal Fees - Filing Fees - Summons & Subpoena Fees –** amount received for the issuance of summons and subpoena.
* **Legal Fees - Filing Fees - Fees on EJF, Newspaper Accreditation, Notarial Commission, & Other Accreditations –** amount received for applications on extra-judicial foreclosure cases, accreditations.
* **Legal Fees - Filing Fees - Notices of Appeal Fees –** amount received for notices of appeal filed.
* **Legal Fees - Filing Fees - Marriage Solemnization Fees –** amount received for application to solemnize marriages.
* **Legal Fees - Filing Fees - Motion Fees –** amount received for motion filed/entered.
* **Legal Fees - Filing Fees - Clearance and Certification Fees –** amount received for the issuance of clearances or certifications
* **Legal Fees - Commission on All Money Coming into the Clerk’s Hands –** amount received representing court commissions for all money received, except cash bond, by law, rule, order, or writ of court for safekeeping, consignment, or awarding to other party.
* **Legal Fees - Commission on Money Collected by Sheriffs Actual or Constructive–** amount received representing court commissions for money actually collected by the sheriff and constructively in case of auction sale when the highest bidder is the mortgagee.
* **Legal Fees – Miscellaneous Fees** – legal fees received not among the given columns.
* **Other Income – Fines Imposed in Administrative Matters, Violations of Rules & Contempt Proceedings** – amount received representing proceeds from sale of exhibits or court records.
	+ **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 month. 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 month, 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 |