STANDARD CHART of ACCOUNTS for COOPERATIVES

MC -2016-06

Legal Basis

◆ RA 6939 Section 3 (1)

SCOPE

- ◆All cooperatives registered with the Authority
- ◆To be used in the recording of all transactions, and applied in the accounting and financial reporting of cooperatives

OBJECTIVE AND PURPOSES

- ◆ Ensure uniformity and common understanding of accounts
- ◆ Guide in the installation of accounting and internal control systems

OBJECTIVE AND PURPOSES

- ◆ Facilitate the conduct of audit
- ♦ Enhance transparency
- ◆ Set standards and discipline in measuring the financial safety and soundness

OBJECTIVE AND PURPOSES

- ◆ Facilitate the analysis and evaluation of financial management performance
- Provide basis in monitoring, supervision and business linkages

FINANCIAL REPORTS

- Statement of financial condition (Balance Sheet)
- Statement of Operation (Income Statement)
- > Statement of Changes in Equity
- > Statement of Cash Flow
- > Notes to Financial Sataements

STANDARD CHART OF ACCOUNTS FOR COOPERATIVES

List of accounts to be used in the recording of transactions of cooperatives. A roster of account titles applicable to the nature of cooperative transactions and their recording process.

♦ Statement of Financial Condition Assets

current assets
non-current assets
other non-current assets

♦ Statement of Financial Condition Liabilities

current liabilities
non-current liabilities
other non-current liabilities

Statement of Financial Condition Equity

members equity
donation and grants
statutory funds
Revaluation Surplus

♦ Statement of Operations

Revenues

Cost to generate revenues

Cost of operations

finance cost

selling/marketing cost

Administrative cost

♦ Statement of Operations
Other items

Net surplus/(loss)

Statement of Financial Condition accounts

ASSETS

* CURRENT ASSETS

Cash and Cash Equivalents

Loans and Receivables

Financial Assets

Inventories

Biological Assets

Other Current Assets

Cash and Cash Equivalents

- Cash on Hand
- Petty Cash Fund
- Revolving Fund
- Change Fund
- > Checks & Other Cash Items

Cash and Cash Equivalents

- > Cash in Bank
- Cash in Cooperative Federation
- > ATM Fund

CASH IN COOPERATIVE FEDERATION

This refers to money deposited in the federation to which cooperative is affiliated, which are unrestricted and readily available when needed. A subsidiary ledger shall be maintained for each account

ATM Fund

This Account refers to the money placed in the ATM manned by the cooperative

Financial assets with fixed or determinable payments that are not quoted in an active market. A receivable is recognized for the difference between the gross receivable and the related unearned interest income (PFRFC Chapter 10, Section 4.1, par.5)

- Loans Receivable Current
- Loan Receivable Past Due
- Loan Receivable Restructured
- Loan Receivable Loans in Litigation

- Unearned Interest and Discounts
- Allowance for Probable Losses on Loans

UNEARNED INTEREST AND DISCOUNTS

This account refers to interest on loans deducted in advance and presented as a contra asset account

- Account Receivable Trade –Current
- Account Receivable Trade –Past Due
- Account Receivable Trade –Restructured

- Account Receivable Trade –In Litigation
- Allowance for Probable
 Losses Account Receivable
 Trade

- Installment Receivable Current
- Installment receivable Past Due
- Installment Receivable Restructured

- Installment Receivable In Litigation
- Allowance for Probable Losses- Installment Receivables
- Unrealized Gross Margin

UNREALIZED GROSS MARGIN

This account refers to the unrealized portion of the gross margin on goods sold on installment basis. This is a contra account to installment receivable

- > Sales Contract Receivable
- Allowance for Probable Losses –
 Sales Contract Receivables
- Accounts Receivables Non-trade
- ➤ Allowance for probable losses Accounts Receivable Non-trade

SALES CONTRACT RECEIVABLES

This account refers to amortized cost of receivable arising from installment sale of assets acquired in settlement of loans/obligations

- Advances to Officers, Employees and Members
- Due from Accountable Officers, Employees and Members
- > Finance Lease Receivables
- ➤ Allowance for Impairment Finance Lease Receivable

- Allowance for Impairment –
 Finance Lease Receivable
- Other Current Receivables

FINANCIAL ASSETS

- Financial Assets at Fair Value through Profit or Loss
- > Financial Asset at Cost

FINANCIAL ASSETS

FINANCIAL ASSETS AT FAIR VALUE THROUGH PROFIT OR LOSS

Refers to financial assets with quoted price in the form of debt or equity securities that are held for trading purposes

FINANCIAL ASSETS

FINANCIAL ASSET AT COST

Refers to financial assets in the form of debt or equity securities which are not quoted in an active market and are expected to be realized in cash within one year from the reporting period (net of impairment)

INVENTORIES

These are assets that are:

- 1) Held for sale in the ordinary course of business;
- 2) In the process of production for such sales;
- 3) In the form of materials or supplies to be consumed in the production process or in the rendering of service

INVENTORIES

- Merchandise Inventory
- Repossessed Inventories
- Spare Parts/Materials & Other goods Inventory
- Raw Materials Inventory
- Work in Process Inventory

INVENTORIES

- Finished Goods Inventory
- > Inventory Agricultural Produce
- > Equipment for Lease Inventory
- Allowance for Impairment Inventory
- Biological Assets Inventory

BIOLOGICAL ASSETS

BIOLOGICAL ASSETS INVENTORY

Refers to living animals and plants that are intended for sale. This shall be measured at cost.

OTHER CURRENT ASSETS

Any other current assets no classified in the previous groupings which are expected to to be realized, consumed or used within the year

OTHER CURRENT ASSETS

- Input tax
- Creditable VAT
- Creditable Withholding Tax
- Deposit to Suppliers
- Unused Supplies

OTHER CURRENT ASSETS

- Assets Acquired in Settlement of Loans/Accounts
- ➤ Accumulated Depreciation and Impairments Assets Acquired in Settlement of Loans/Accounts
- Prepaid Expenses

ASSETS

* NON CURRENT ASSETS

Financial Assets Long Term Investments Long Term Property Plant and Equipment Biological Assets Intangible Assets

Other Non Current Assets

FINANCIAL ASSETS LONG TERM

- > Financial Assets at Cost
- Financial Assets at Amortized Cost

FINANCIAL ASSETS AT COST

Financial assets in the form of equity securities which are not quoted in an active market and are expected to be realized in more than one year from the reporting period (net of impairment)

FINANCIAL ASSETS AT AMORTIZED COST

Financial assets in the form of debt securities which are expected to be realized in more than one year from the reporting period (net of impairment)

- Investment in Subsidiaries
- > Investment is Associates
- Investment in Joint Ventures
- > Investment Property
 - Investment Property Land
 - Investment Property Building

- Accumulated Depreciation –
 Investment Property Building
- Real Properties Acquired (RPA)
- > Accumulated Depreciation RPA

INVESTMENT IN SUBSIDIARIES

The amount of cooperative's investment in the equity instruments of non-cooperative subsidiaries (ownership of more than 50% of the voting shares)

INVESTMENT IN ASSOCIATES

The amount of cooperative's investment in the equity instruments of non-cooperative of associates (ownership of the 20% - 50% of the voting shares)

INVESTMENT IN JOINT VENTURES

The amount of the cooperative's investment in shares of stocks of joint ventures evidenced by contractual agreement that gives the ventures joint control.

INVESTMENT PROPERTY

Investment in property by the cooperative (land or building, or part of a building or both) held by the cooperative to earn rentals or for capital appreciation or both, rather than for: (a) use in the production or supply of goods or services, or for administrative purpose; or (b) sale in the ordinary course of business

REAL PROPERTIES ACQUIRED

Real properties (land or building or both) acquired by the cooperative in settlement of loans and receivables through foreclosure or dacion en pago and/or for other reason. Should the cooperative use such assets in its main operation, the same assets shall be reclassified accordingly

Tangible assets that are:

- a) Held for use in the production or supply of goods or service, for rental to others, or for administrative purposes, and
- b) are expected to be used during more than one period

- Land
- Land Improvements
- Accumulated Depreciation on Land Improvements
- Building and Improvements
- Accumulated Depreciation Building and Improvements

- Building on Leased/Usufruct Land
- Accumulated Depreciation Building on Leased/Usufruct Land
- Utility Plant
- Accumulated Depreciation Utility Plant

- Property, Plant & Equipment Under Finance Lease
- Accumulated Depreciation –
 Property, Plant & Equipment under Finance Lease
- > Construction in Progress
- Furniture, Fixtures and Equipment

- Accumulated Depreciation –
 Furniture, Fixtures and Equipment
- > Machineries, Tools and Equipment
- Accumulated Depreciation -Machineries, Tools and Equipment
- Kitchen, Canteen & Catering Equipment/ Utensils

- Accumulated Depreciation –
 Kitchen, Canteen & Catering
 Equipment / Utensils
- > Transportation Equipment
- Accumulated Depreciation –Transportation Equipment
- > Linens and Uniform

- Accumulated Depreciation Linens and Uniforms
- > Nursery / Greenhouses
- Accumulated Depreciation Nursery / Greenhouses
- Leasehold Rights and Improvements

BIOLOGICAL ASSETS

The cost of living plants and animals used as breeding stock or working animals and the cost of mother plants used for propagations of cut flowers or plant breed/cuttings

BIOLOGICAL ASSETS

- Biological Assets Animals
- Accumulated Depreciation Biological Assets Animals
- Biological Assets Plants
- Accumulated Depreciation –Biological Assets Plants

INTANGIBLE ASSETS

Identifiable non-monetary asset without physical substance for which future economic benefits are expected to flow back and amortized over the estimated useful life

INTANGIBLE ASSETS

- > Franchise
- > Franchise Cost
- Copyright
- > Patent

Assets which do not fit into any of the preceding classification

- Computerization Cost
- Other Funds and Deposit
- Due to Head Office/Branch/ Satellites
- Deposit on Returnable Containers
- Miscellaneous Assets

COMPUTERIZATION COST

The cost of acquisition or development of computer programs and other software excluding upgrading of system. This is amortized over a period not exceeding three (3) years or useful life whichever is shorter

OTHER FUNDS AND DEPOSIT

A restricted funds set aside for funding of statutory and other funds such as retirement, members' benefit and other funds. This may be in the form of time deposit or other securities which may be convertible to cash when needed

INVAISITE STEELS

♦ CURRENT LIABILITIES Deposit Liabilities Trade and Other Payables Unpaid Returns to Members Due to Federation/Union Other Current Liabilitie

DEPOSIT LIABILITIES

- Savings Deposit
- > Time Deposit

TRADE AND OTHER PAYABLES

- Accounts Payable Trade
- Accounts Payable Non Trade
- Loans Payable Current
- Finance Lease Payable Current
- Due to Regulatory Agency
- Due to Deployed Members

DUE TO DEPLOYED MEMBERS

Amount set aside for payment of salaries and other statutory obligation to deployed members of labor service cooperatives

- Cash Bond Payable
- SSS/ECC/ Philhealt/Pag-ibig Premiums Payable
- > SSS/Pag-ibig Loans Payable
- Withholding Tax Payable
- Output Tax

- VAT Payable
- Income Tax Payable
- Accrued Expenses
- > Deposit from Customer
- > Advances from Customer
- School Program Support Fund Payable

- Interest on Share Capital Payable
- Patronage Refund Payable
- Due to Union/Federation (CETF)
- Other Current Liabilities

LIABILITIES

NON CURRENT LIABILITIES Loans Payables Revolving Capital Payable Retirement Payable Finance Lease Payable Other Non Current Payable

LOANS PAYABLES

- Loans Payable
- Discounts on Loans Payable

PAYABLES

- Revolving Capital Payable
- Finance Lease Payable Long Term
- Retirement Payable

REVOLVING CAPITAL PAYABLE

Deferred payment of interest on share capital and patronage refund, which should be agreed upon in the General Assembly

RETIREMENT PAYABLE

Accumulated retirement benefit cost charge against the income of the cooperative over the expected remaining working lives of participating qualified employees

OTHER NON CURRENT LIABILITIES

- Project Subsidy Fund
- Members' Benefit and Other Funds Payable
- Due to Head
 Office/Branch/Satellite
- Other Non Current Liabilities

PROJECT SUBSIDY FUND

Fund or unused portion of the fund received by the cooperative for the purpose of implementing certain project where cooperative was made as the conduit to implement such project

MEMBERS' BENEFIT AND OTHER FUND PAYABLE

Fund set aside for special Purpose such as member's benefit, including Kilusang Bayan Guarantee Fund (KBGF)/Cooperative Guarantee Fund (CGF) not part of the distribution of the net surplus

EQUITY

- Members' Equity
- Donation and Grants
- Statutory Funds

- Subscribe Share Capital Common
- Subscription Receivable Common
- Paid-up Share Capital Common
- > Treasury Share Capital Common

- Subscribe Share Capital Preferred
- Subscription Receivable Preferred
- Paid-up Share Capital Preferred
- Treasury Share Capital Preferred

- Deposit for Share Capital Subscription
- Undivided Net Surplus
- Net Loss

DEPOSIT FOR SHARE CAPITAL SUBSCRIPTION

Amount paid by the members for capital subscription equivalent to the value of less than one share and additional subscriptions in excess of Authorized Share Capital. This may also include, the amount of share capital paid but not yet covered by subscription contract. Subsidiary ledgers shall be maintained for this account

DONATION AND GRANTS

> DONATION AND GRANTS

Assistance by another entity in the form of a transfer of resources to a cooperative in return for past or future compliance with specific conditions relating to the operating activities of the cooperative

STATUTORY FUNDS

- Reserve Fund
- Cooperative Education & Training Fund
- Community Development Fund
- Optional Fund

> REVALUATION SURPLUS

Appraisal increase in the revaluation of land which are allowed subject to the guidelines issued by the Authority

STATEMENT OF OPERATION

- ♦ REVENUE
- ♦ COST TO GENERATE REVENUE
- ♦ OPERATING COST
- ♦ OTHER ITEMS

RIDVENTUE

- ❖ INCOME FROM CREDIT OPERATION
- > Interest Income from Loans
- Service Fees
- > Filing Fees
- Fines, Penalties, Surcharges

REVENUE

- ❖ INCOME FROM SERVICE OPERATION
- > Service Income
- Interest Income from Lease Agreement

RIDVENTUE

- ❖ INCOME FROM MARKETING/ CONSUMERS/PRODUCTION OPERATION
- Net Sales
- > Sales
- > Installment Sales

REVENUE

- > Sales Return and Allowances
- > Sales Discounts

REDVENUE

- ❖ OTHER INCOME
- Income/Interest from Investment/ Deposits
- > Membership Fees
- Commission Income
- Realized Gross Margin
- Miscellaneous Income

REVENUE

REALIZED GROSS MARGIN

Income earned by the cooperative from the installment sales

- * COST OF GOODS SOLD
- Cost of Goods Sold
- Purchases
- Raw Material Purchases
- Purchase Return & Allowances
- Purchase Discounts

- * COST OF GOODS SOLD
- > Freight In
- Direct Labor
- Factory/Processing Overhead
- > Inventory Loss

- ❖ COST OF SERVICE
- ♦ Project Management Cost
- Labor and Technical Supervision
- Salaries and Wages
- > Employee's Benefit
- SSS/Philhealth/Pag-ibig Premium Contribution

PROJECT MANAGEMENT COST

All cost incurred that are directly related to the projects and contracts entered into by clients like manpower servicing, construction and other professional works, including consulting fees

- ♦ Project Management Cost
- Retirement Benefit Expenses
- Professional and Consultancy Fees
- Supplies
- > Power, Light and Water

- ♦ Project Management Cost
- > Insurance
- Repair and Maintenance
- > Rentals
- Gas, Oil & Lubricants
- > Miscellaneous Expenses

- ♦ Project Management Cost
- Depreciation
- > Amortization

- ♦ Generation Cost
- > Power cost
- Labor and Technical Supervision
- Salaries and Wages
- > Employee's Benefits
- SSS/Philhealth/ECC/Pag-ibig Premium Contribution

- ♦ Generation Cost
- Retirement Benefit Expenses
- Miscellaneous Expenses
- Professional and Consultancy Fees
- Supplies

- ♦ Generation Cost
- Power, Light and Water
- > Insurance
- Repair and Maintenance
- Rentals
- Gas, oil and Lubricants

- ♦ Generation Cost
- Depreciation
- Amortization
- > Impairment Loss

- ♦ Distribution Cost
- Power Cost
- Labor and Technical Supervision
- Salaries and Wages
- > Employee's Benefits
- SSS/Philhealth/ECC/Pag-ibig Premium Contribution

- ♦ Distribution Cost
- Retirement Benefit Expenses
- Professional and Consultancy Fees
- Supplies
- Training/Seminars

- ♦ Distribution Cost
- Power, Light and Water
- Travel and Transportation
- > Insurance
- Repair and Maintenance
- Rentals

- ♦ Distribution Cost
- Communication Expenses
- Gas, Oils and Lubricants
- Miscellaneous
- Depreciation
- Amortization
- Impairment Loss

- ♦ Transport Service Cost
- Driver's and Conductor's Fees
- Vehicle Registration and Licensing Fees
- > Toll Fees
- Incidental Expenses
- Insurance

- ♦ Transport Service Cost
- Repair and Maintenance
- Gas, Oil and Lubricants
- Depreciation

- ❖ FINANCING COST
- > Interest Expense on Borrowings
- > Interest Expense on Deposits
- Other Financing Cost

- ❖ SELLING/MARKETING COST
- Product/Service Marketing and Promotion Expenses
- Product/Service Development Expenses
- Product Research
- Salaries and Wages

- ❖ SELLING/MARKETING COST
- > Incentives and Allowance Expense
- > Employees Benefits
- SSS/Philhealh/ECC/Pag-ibig Premium Contribution
- > Retirement Benefit Expense
- Commission Expenses

- ❖ SELLING/MARKETING COST
- Advertising and Promotion Expenses
- Professional Fees
- Royalties
- Store/Canteen/Kitchen/ Catering Supplies Expenses

- ❖ SELLING/MARKETING COST
- Breakage & Losses on Kitchen Utensils
- > Freight Out/Delivery Expenses
- Spoilage, Breakage and Losses
- Store/Warehousing Expenses
- > Power, Light and Water

- ❖ SELLING/MARKETING COST
- > Travel and Transportation
- > Insurance
- Repair and Maintenance
- Rental
- > Taxes Fees and Charges

- ❖ SELLING/MARKETING COST
- Commission
- Representation
- > Gas, Oil and Lubricants
- Miscellaneous Expenses
- Depreciation

- ❖ SELLING/MARKETING COST
- Amortization
- Amortization of Leasehold Improvements
- Periodicals, Magazines & Subscription

- ❖ ADMINITRATIVE COST
- Salaries and Wages
- > Employees Benefits
- SSS/Philhealth/ECC/Pag-ibig Premiums Contributions
- Retirement Benefit Expenses
- Officer's Honorarium and Allowances

- * ADMINITRATIVE COST
- Litigation Expenses
- School Program Support
- Office Supplies
- Meeting and Conferences
- > Training/Seminar

- * ADMINITRATIVE COST
- Power, Light and Water
- > Travel and Transportation
- Certification and Recognition Expenses
- > Insurance
- Repair and Maintenance

- * ADMINITRATIVE COST
- Rentals
- > Taxes, Fees and Charges
- Communication
- Representation
- Gas, Oil and Lubricants

- * ADMINITRATIVE COST
- Collection Expenses
- > General Support Services
- Miscellaneous Expenses
- Depreciation
- Amortization

- * ADMINITRATIVE COST
- Amortization of Leasehold Rights and Improvements
- Provision for Probable Losses on Loans/Accounts/Installment Receivables
- > Impairment Losses

- * ADMINITRATIVE COST
- Bank Charges
- General Assembly Expenses
- > Members' Benefit Expenses
- > Affiliation Fees
- Social and Community Service Expenses
- Provision for CGF/KBGF

OTHER ITEMS

- Project Subsidy
- Donation and Grants Subsidy
- Optional Fund Subsidy
- Education Fund Subsidy
- Subsidize Project Expenses

PROJECT SUBSIDY

An amount deducted from Project Subsidy Fund to subsidize project expenses. This shall appear in the statement of operation as contra account to subsidize project expense classified as revenue account

DONATION AND GRANT SUBSIDY

An amount deducted from Donation and Grants to subsidize depreciation charges on property and equipment funded by donation and grants.

OPTIONAL FUND SUBSIDY

An amount deducted from Optional Fund to subsidize depreciation charges on property and equipment funded by optional fund.

EDUCATIONAL FUND SUBSIDY

An amount deducted from Education and Training Fund to subsidize depreciation charges on property and equipment funded by education and training fund.

SUBSIDIZED PROJECT EXPENSE

A portion of the Project Subsidy Fund expended for the activities subsidized by a contribution/donation/grant that specify implementation of certain programs or project specified in the agrrement

OTHER ITEMS

- Gains or Loss on Sale of Property & Equipment
- ➤ Gain or Loss in Financial Assets
 Through Profit or Loss
- Gain or Loss in Financial Assets at Cost
- Gain or Loss on Real Properties Acquired

OTHER ITEMS

- Gain or Loss on Sale of Repossessed Items
- Gain or Loss from Foreign Exchange Valuation
- Prior Years' Adjustment

PRIOR YEARS ADJUSTMENTS

Adjustments on transaction affecting income and expenses incurred in the previous year(s) which are taken up on the current year

RELATED SCHEDULE

- ♦ Bank Reconciliation Statement
- Cash Reconciliation Statement
- ♦ Aging of Receivables using PAR
- Property and Equipment Lapsing Schedule
- ◆ Members Savings/Time Deposit

RELATED SCHEDULE

- Members Loans Receivable
 Schedule
- Members Share Capital Subscription and Paid-up Shares Schedule
- ♦ Investment
- ♦ Accounts Payable

RELATED SCHEDULE

- Loans Payable
- Allocation and Utilization of Statutory Funds
- Distribution of Interest on Share Capital and Patronage Refund

End of presentation