

Module 5. Session 2.  
**Common Health Trust  
Fund**



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## Objective

By the end of the session, the participants will be able to:

1. Understand the concepts of establishing a Common Health Trust Fund.
2. Know the key implementation steps involved in establishing a CHTF.



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## Content Outline

1. Objective
  2. Define Common Health Trust Fund?
  3. Funding Sources for ILHZ
  4. Enumerate Legal basis of CHTF.
  5. Sources of Funds for putting up a CHTF.
  6. Disbursement and utilization of CHTF.
  7. Recording and Reporting
- Monitoring



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## 1. Common Health Trust Fund

- ▶ mechanism to pool and disburse funds in support of Inter Local Health Zone (ILHZ) cooperation priority activities



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## Funding Sources for the ILHZ:

1. Source funds from the Internal Revenue Allotment
  - > Member-LGUs monetary and in-kind contributions,
2. Access support from external funding sources
  - > foreign grant/support
3. Access national and provincial grants
4. Secure private contributions
  - > non-government organizations,

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## 2. Legal Basis

Article X, Section 13 of the **1987 Constitution** states *“local governments may group themselves, consolidate their efforts, services and resources for purposes commonly beneficial to them.*

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## 2. Legal Basis

**Section 33 of the Local Government Code of 1991**, further provides that LGUs may *“group themselves, consolidate their efforts and services and resources for purpose commonly beneficial to them where they may, upon approval of the sanggunian concerned,... xxx...under such terms and conditions as may be agreed upon by the participating LGUs through a Memorandum of Agreement.”*

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## 2. Legal Basis

- Executive Order Establishing the ILHZ
- Governing Policies and Guidelines of the ILHZ
- Memorandum of Agreement for the Establishment of CHTF
- Resolution Establishing the CHTF

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## Benguet Experience



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### Benguet Experience: Key Implementation Steps

#### B. Institutionalization of CHTF

- ▶ Resolution establishing the Common Health Trust Fund
- ▶ Adoption of the Policies and guidelines through a MOA and ILHZ Board Resolution
- ▶ Adoption of an ILHZ resolution designating the fund custodian and signatories
- ▶ Adoption of an ILHZ Resolution on the depository LGU
- ▶ Adoption of Resolution to facilitate collection of contribution

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### Benguet Experience: Key Implementation Steps

#### A. Designing the CHTF and Formulating the Guideline .

- ▶ Advocacy thru Local Health Board meetings
- ▶ Consultation with the LGU finance committee
- ▶ Drafting of the guidelines and the design of the system

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### Benguet Experience: CHTF Resolution : 3K-ILHZ (3)



EXCERPTS FROM THE MINUTES OF MEETING OF THE REGULAR  
INTER-LOCAL HEALTH ZONE BOARD  
MARCH 13, 2008

#### RESOLUTION NUMBER 002-2008

ESTABLISHING THE KAPANGAN-KIBUNGAN-KAPANGAN MEDICARE  
COMMUNITY HOSPITAL INTER-LOCAL HEALTH ZONE COMMON  
HEALTH TRUST FUND

WHEREAS, the respective local governments of Kapangan and Kibungan have allocated 1% from their 20% Development Fund and the Province of Benguet has signified their intent to share an amount for the purpose of consolidating their efforts to implement programs as an Inter-local Health Zone that would benefit the community they serve;

WHEREAS, the established CHTF may include other contributions from DOH, other government institutions, NGO and private sector;

WHEREAS, the CHTF shall be treated as a trust fund specifically to be utilized purposely for health and health related activities as specified in the Work and Financial plan of the 3K ILHZ and approved through a Board resolution;

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## Benguet Experience: CHTF Guidelines: BKD (2)

### Section 2. Pooling of Financial Resources.

- 2.1 Each Municipal LGU shall earmark a minimum amount of Php 50,000.00 as their annual contribution to the Bokod-Kabayan-ILHZ (BKD-ILHZ) COMMON HEALTH TRUST FUND (CHTF).
- 2.2 The Provincial Government will likewise earmark an amount as their annual contribution to the BKD-ILHZ CHTF.
- 2.3 Participating LGUs shall release their contributions on a quarterly basis.
- 2.4 Changes in the proportions of the contributions shall be decided by the ILHZ Board through a resolution.
- 2.5 The BKD-ILHZ account shall be established at the Provincial Government where the participating LGUs and other parties as well as the Provincial Government will deposit their contributions.

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## Benguet Experience: Key Implementation Steps

### C. Setting Up the CHTF

- ▶ Orientation/informing the finance people at the Provincial /Municipal accounting and treasurer's office
- ▶ Setting up of separate books of accounts at the Provincial/Municipal level
- ▶ Maintenance of subsidiary ledger at the ILHZ

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## Benguet Experience: Key Implementation Steps

### D. Collecting the Regular Contribution

- ▶ Issuance of billing statement and follow-up of payments to participating LGUs
- ▶ Payment and deposit of contributions to the identified depository LGU
- ▶ Recording of the contributions

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## Benguet Experience: Key Implementation Steps

### E. Disbursing the funds

- ▶ Adoption of the ILHZ Work and Financial Plan
- ▶ Access of CHTF was done in accordance to the usual accounting rules, however, it will be requested to the Fund Custodian, with approval from the identified Board members.
- ▶ Processing of payments and payment to contractors and suppliers
- ▶ Liquidation of the fund at the end of the year
  - *The ILHZ manager compiles all activity report funded by CHTF including the required documents in accordance to Philippine Accounting Rules and Regulations.*
  - *The compiled documents above will be attached with the Annual Work and Financial Plan for submission to COA.*

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## Benguet Experience: Key Implementation Steps

### F. Monitoring Fund Utilization

- ▶ Preparation of monthly financial reports by the Fund Custodian
- ▶ Review on the status of the ILHZ Work and Financial Plan vis-a-vis CHTF utilization
- ▶ Monthly/Quarterly report to the TMC as part of the regular agenda in the TMC meeting
- ▶ Quarterly report to the ILHZ Board as part of the regular agenda in the Board meeting

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## Benguet Experience: Key Implementation Steps

- ▶ Preparation of all the required documents by the Fund custodian, in assistance with the TWG members.
  - *Work and Financial Plan*
  - *Annual Procurement Plan*
  - *Accomplishment Reports*
  - *Required documents in accordance to accounting rules: PR, BAC Report, Billing, Official Receipt, Certificate of acceptance (if required).*
- ▶ Preparation of yearly financial report by the Provincial/Municipal Accounting Office
- ▶ COA audit

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## Benguet Experience: CHTF Fund Sources

Fund Source	Adopted Mechanism	Amount	COA Requirements
Internal Revenue Allotment	Member - LGUs monetary contribution	1. 1% of the 20%MDF 2. Fix amount of 50,000.00 yearly per member LGU	1. Appropriation Ordinance 2. Resolution establishing the Common Health trust Fund 3. MOA
Provincial Grant	Provincial subsidy for each ILHZ	200,000.00 pesos yearly per ILHZ	1. Appropriation Ordinance 2. Resolution establishing the Common Health trust Fund 3. MOA

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## Benguet Experience: Contributions of ILHZ 2008-2011

	BLISTT	MT.TRAIL	BKD	3K
2008	0	0	300,000.00	125,253.50
2009	694,936.16	400,000.00	300,000.00	334,534.38
2010	200,000.00	400,000.00	300,000.00	366,260.43
2011	0 *	400,000.00	250,000.00	383,386
<b>TOTAL</b>	<b>894,936.16</b>	<b>1,050,000.00</b>	<b>1,150,000.00</b>	<b>1,297,973.31</b>

\* No contribution due to unspent balances from previous years

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## Depository and Fund Custodian

	BLISTT	MT.TRAIL	BKD	3K
Depository	PLGU	PLGU	Bokod LGU	Kapangan LGU
Fund custodian	Prov. Treasurer	Prov. Treasurer	Mayor Macay	Kapangan Mun.Treasurer

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## Gains from the Activities Funded by CHTF

FINANCIAL RISK PROTECTION Reduction of out-of-pocket health expenditure through		
Activity	Cost	Outcome
Enrolment of Indigent families to the NHIP Sponsored Program	12,240.00	P30,300.00 PCF P70,403.14 Hospitalization benefits for 17 claims
Empowering the community on access /utilization of PHIC Benefits through =a) Health Summit	27,200.00	274 different community members attended and informed

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## Gains from the Activities Funded by CHTF

HEALTH FACILITY ENHANCEMENT		
Activity	Cost	Outcome
Disaster preparedness through a) Purchase of stretcher, spine board, Oxygen Concentrator	191,620.00	>3 K ILHZ member stakeholders equipped >One core referral hospital equipped with One unit Oxygen concentrator
b) Maintenance of Ambulance = Spare parts = Fuel = Honoraria of Driver	157,332.03	Availability of ambulance services

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## Gains from the Activities Funded by CHTF

Support to MDGs		
Activity	Cost	Outcomes
Support to MNCHN through		
a) Conduct of BTL	13,990.00	56 women of reproductive age availed
b) Conduct of NSV		1
c) Conduct of Acetic Acid Wash and breast examination	20,919.00	75 women availed of the service

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## Gains from the Activities Funded by CHTF

### Support to MDGs

Activity	Cost	Outcomes
Support to MNCHN		
c) Provided financial support for the supplemental feeding	182,926.25	212 severely underweight = 82% rehabilitated
d) Training of EBAMCH team	238,326.00	235 BHW trained = tracking mechanism improved to 80%

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## Gains from the Activities Funded by CHTF

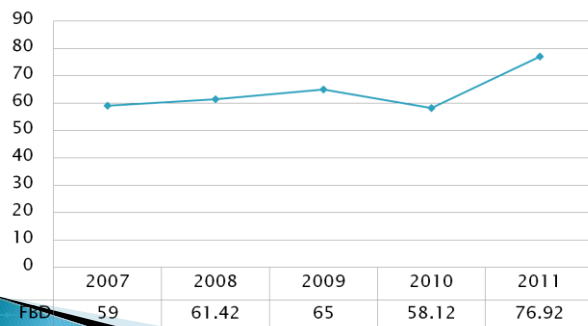
### Support to MDGs

Activity	Cost	Outcomes
Support to MNCHN through		
a) BHW training/congress	239,245.00	200 BHWs trained > Tracking improved to 50%
b) Provision of BHW Kit = backpack = BP apparatus	31,800.00	20 BHW recipient

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## Province of Benguet

### • FACILITY BASED DELIVERIES



Source: FHSIS Annual Report, Benguet

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## Gains from the Activities Funded by CHTF

### Support to MDGs (MDG 7)

Activity	Cost	Outcomes
a) Funding support to the Chemical Water analysis of water source	34,592.00	27.74% increase on HH with access to safe water in 2011
b) ILHZ entering into MAO with multi-agency program on Clean Up Drive > ILHZ Funding support on the reproduction of stickers and attendance to clean up drive	11,3996	Posting of stickers on proper disposal of garbage in all public utility vehicles passing the Halsema Highway

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## Gains from the Activities Funded by CHTF

### Others

- ▶ Better coordination between and among all stakeholders
  - Conduct of Board and TMC meetings
  - Setting up of ILHZ offices and fixtures
  - Integrated planning (ILHZ plan)
  - Monitoring and evaluation ( LGU scorecard/WFP)

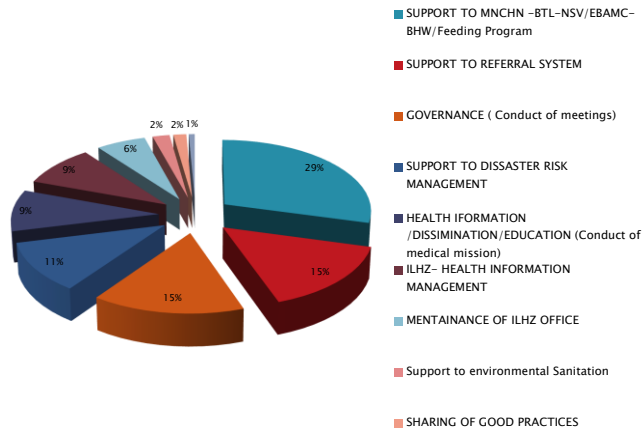
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## Summary of Fund Utilization (2008–2011)

	BLISTT	MT. TRAIL	BKD	3K
<b>Total Contributions</b>	894,936.16	1,050,000.00	1,150,000.00	1,297,973.31
<b>Expenditure</b>	243,373.48	594,447.10	671,261.00	862,159.49
<b>Percent fund Utilization</b>	<b>27.19%</b>	<b>56.61%</b>	<b>58.37%</b>	<b>66.42%</b>

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## Difficulties and Interventions

Difficulties	Interventions
Agreeing on the contributions of each LGU	MOA Provincial Governor Intervention
Delayed remittance of contribution	Issuance of Billing Statement and Reminders
Low fund utilization	Catch-Up activities
Cash advance not allowed	Negotiations
Issues on SEC Registration	Did not pursue due to legalities and other consequences
Tedious BAC Procedure & Processes	Agreed that Depository LGU BAC will be used by the ILHZ

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## Challenges

- ▶ Sustaining the conduct of regular meetings (TMC and ILHZ Board)
- ▶ Attainment of ILHZ VMG,MDG
- ▶ Economic and political environment

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## Results (1)

- ▶ Unity and solidarity for health concerns within the district..(1)
  - Coordination between the public health and hospital in the delivery of health services
  - Participatory discussions usually happens during ILHZ board and TMC meetings

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## Results (2)

- ▶ Unity and solidarity for health concerns within the district ...(2)
  - Closer partnership among other stakeholders, POs, NGOs
  - Evident sharing of practices among stakeholders
  - Better understanding of politicians on the health and health related technicalities which encouraged them to provide more support

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## Results (3)

- ▶ More resources generated through cost sharing between province and municipalities
  - Assured fund for ILHZ cooperation
  - Conduct of common activities beneficial to both

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# Snapshots of Scanned Documents CHTF



## Benguet Experience: CHTF Resolution : BLIISTT (1)

BLIISTT Inter-local Health Zone Board  
June 4, 2008  
Resolution No. 2008-7

A RESOLUTION TO ESTABLISH A BENGUET GENERAL HOSPITAL, LA TRINIDAD, ITOGON, ITOGON MUNICIPAL HOSPITAL, SABLAN, TUBA, TUBLAY (BLIISTT) INTERLOCAL HEALTH ZONE COMMON HEALTH TRUST FUND (CHTF)

WHEREAS, through interlocal health set-up certain commonly shared municipal health activities/ services are better delivered; certain shared health issues, problems and threats better address; and growth/development opportunities maximized;

NOW THEREFORE, on motion of Honorable Vice Mayor of Tuba Clarita Sal-ongan and duly seconded, be it resolved as it is hereby done, that 1% of the 20% Development Fund of the municipalities under BLIISTT shall be earmarked as their contribution for the Common Health Trust Fund of BLIISTT.

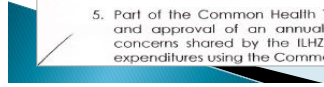


## Benguet Experience: CHTF Governing Policies: BLIISTT (1)

BLIISTT Inter Local Health Zone Board

GOVERNING POLICIES OF THE COMMON HEALTH TRUST FUND OF THE BLIISTT INTER LOCAL HEALTH ZONE

1. The Provincial Local Government Unit is designated as the trustee of the ILHZ Common Health Trust Fund;
2. All member Local Government Units and Hospitals shall pool their contributions to the Common Health Trust Fund by depositing the same with the appropriate trust account (BLIISTT ILHZ CHTF Account) at the Provincial Local Government unit starting FY 2009;
3. Succeeding contributions shall be deposited to the BLIISTT ILHZ CHTF Account upon approval of the budgets of the member Local Government Units and Hospitals by the Provincial Local Government Unit and shall be given at one time or installment basis within the fiscal year;
4. Contributions from the Provincial Local Government Unit and other contributing entities, if there are any, shall also be deposited to the same BLIISTT ILHZ CHTF Account at the Provincial Local Government Unit starting FY 2008;
5. Part of the Common Health Trust Fund Management is the preparation and approval of an annual work and financial plan addressing the concerns shared by the ILHZ members and shall serve as the basis of expenditures using the Common Health Trust Fund;



## Benguet Experience: CHTF Governing Policies: BLIISTT (1)

6. Disbursement of the BLIISTT ILHZ CHTF shall be based upon the Work and Financial Plan approved by the ILHZ Board and subject to the availability of funds and the usual accounting and auditing rules and procedures;
7. The Provincial Treasurer, the Provincial Accountant and the Provincial Governor are identified as the signatories of the disbursement of the ILHZ CHTF;
8. All purchase requests shall be prepared by the ILHZ Manager;
9. All records of disbursements and other financial transactions shall be at the Provincial Local Government Unit and shall be made available to any and all ILHZ Board for monitoring and auditing purposes;
10. The Provincial Accounting Office shall prepare and submit to the ILHZ Manager the financial statements of the ILHZ CHTF on an annual basis and the ILHZ Manager shall then be responsible to furnish the same reports to the ILHZ Board;
11. Copies of this Governing Policies of the Management of the BLIISTT ILHZ Common Health Trust Fund shall be forwarded to the Honorable Nestor B. Fongwan, Provincial Governor of Benguet, Ms. Imelda I. Macanes, the Provincial Treasurer, Ms. Lucia C. Kisim, the Provincial Accountant, and the member Local Government Units and Hospitals for their information and appropriate action.



**Benguet Experience:  
CHTF Resolution: BKD (2)**

Republic of the Philippines  
Province of Benguet  
BOKOD-KABAYAN-DMMH (BKD) INTER-LOCAL HEALTH ZONE

**THE ILHZ BOARD**

BOARD RESOLUTION No. 2008-01

A RESOLUTION REQUESTING THE PROVINCIAL GOVERNMENT FOR THE IMPLEMENTATION OF COMMON HEALTH TRUST FUND FOR THE BOKOD-KABAYAN-DMMH INTER-LOCAL HEALTH ZONE (BKD-ILHZ).

WHEREAS, current situational analysis has shown that health problems and issues as well as threats and opportunities are commonly shared by the component municipalities (Bokod and Kabayan). Added problem is the lack of a common pool of fund for the Inter-Local Health Zone to support its priority projects.

WHEREAS, the participating Municipal LGUs committed to earmark a minimum amount of Php 50,000.00 to the Common Health Trust Fund as their annual contribution.

WHEREAS, The Provincial LGU will also earmark an amount which will be their contribution and support to the Common Health Trust Fund.

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**Benguet Experience:  
CHTF Guidelines: BKD (2)**

REPUBLIC OF THE PHILIPPINES  
Province of Benguet  
BOKOD-KABAYAN-DMMH INTER-LOCAL HEALTH ZONE

**COMMON HEALTH TRUST FUND**

**POLICIES AND GUIDELINES**

Section 1. *Common Health Trust Fund*: shall consist of contributions of participating Local Government Units (LGUs) including the Department of Health (DOH), and other government organizations and the private sector (NGOs, POs, cooperatives, donations, user fees and others.)

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**Benguet Experience:  
CHTF Guidelines: BKD (2)**

Section 2. *Pooling of Financial Resources.*

- 2.1 Each Municipal LGU shall earmark a minimum amount of Php 50,000.00 as their annual contribution to the Bokod-Kabayan-ILHZ (BKD-ILHZ) COMMON HEALTH TRUST FUND (CHTF).
- 2.2 The Provincial Government will likewise earmark an amount as their annual contribution to the BKD-ILHZ CHTF.
- 2.3 Participating LGUs shall release their contributions on a quarterly basis.
- 2.4 Changes in the proportions of the contributions shall be decided by the ILHZ Board through a resolution.
- 2.5 The BKD-ILHZ account shall be established at the Provincial Government where the participating LGUs and other parties as well as the Provincial Government will deposit their contributions.

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**Benguet Experience:  
CHTF Guidelines: BKD (2)**

Section 3. *Fund Management.*

- 3.1 The BKD CHTF shall be managed by the BKD Technical Management Committee (TMC) through a Fund Custodian who shall be designated by the ILHZ Board through a Board Resolution.
- 3.2 Withdrawals from the BKD-ILHZ Fund Account at the province shall be allowed upon the approval and authorization of the BKD-ILHZ Board.
- 3.3 Any unused portion (savings) of the CHTF for the BKD-ILHZ for a particular year can be utilized in the succeeding years for the same or in any other projects /activities as maybe approved by the BKD-ILHZ Board through a Board Resolution.
- 3.4 All disbursements from the BKD-ILHZ CHTF shall be in accordance with the Work and Financial Plan approved by the BKD-ILHZ Board through a Board Resolution and in accordance with the prescribed standard government accounting and auditing rules and regulations.

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## Benguet Experience: CHTF Guidelines: BKD (2)

### Section 4. *Petty Cash Fund*

- 4.1 A petty cash fund may be established from the CHTF in the amount of Php 10,000.00 to be used for financial transactions not exceeding the amount of Php 2,000.00.
- 4.2 The Fund Custodian shall be accountable for the petty cash and the District Health Manager shall approve the disbursements from the petty cash fund.

Section 5. *Other Disbursements.* All disbursements that cannot be paid through the petty cash fund may be disbursed and paid directly from the CHTF of the BKD-ILHZ at the province, provided that:

### Section 6. *Recording, Reporting and Auditing*

- 6.1 The provincial government shall maintain a separate book for the Common Health Trust Fund for the BKD - ILHZ.
- 6.2 The BKD-ILHZ shall maintain a separate record of disbursement for the "Petty Cash Fund". The separate books of accounts at the provincial level and the record of disbursements at the BKD-ILHZ shall record all sources and disbursements of funds for the ILHZ.

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## Benguet Experience: CHTF Resolution : 3K-ILHZ (3)



EXCERPTS FROM THE MINUTES OF MEETING OF THE REGULAR  
INTER-LOCAL HEALTH ZONE BOARD  
MARCH 13, 2008

### RESOLUTION NUMBER 002-2008

#### ESTABLISHING THE KAPANGAN-KIBUNGAN-KAPANGAN MEDICARE COMMUNITY HOSPITAL INTER-LOCAL HEALTH ZONE COMMON HEALTH TRUST FUND

WHEREAS, the respective local governments of Kapangan and Kibungan have allocated 1% from their 20% Development Fund and the Province of Benguet has signified their intent to share an amount for the purpose of consolidating their efforts to implement programs as an Inter-local Health Zone that would benefit the community they serve;

WHEREAS, the established CHTF may include other contributions from DOH, other government institutions, NGO and private sector;

WHEREAS, the CHTF shall be treated as a trust fund specifically to be utilized purposely for health and health related activities as specified in the Work and Financial plan of the 3K ILHZ and approved through a Board resolution;

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## Benguet Experience: CHTF: FUND CUSTODIAN – 3K ILHZ (3)



EXCERPTS FROM THE MINUTES OF MEETING OF THE REGULAR  
INTER-LOCAL HEALTH ZONE BOARD  
MARCH 13, 2008

### RESOLUTION NUMBER 003-2008

#### RESOLUTION DESIGNATING THE MUNICIPAL TREASURER OF KAPANGAN AS THE FUND CUSTODIAN OF THE 3K ILHZ COMMON HEALTH TRUST FUND

WHEREAS, the 3K ILHZ has established a common health trust fund through Board Resolution No. 002-2008 to finance the programs, projects and activities of the ILHZ to achieve its vision, mission and goal;

NOW THEREFORE, on motion duly seconded the designation of the Municipal Treasurer of Kapangan as the fund custodian in the operation of the 3K ILHZ common health trust fund is hereby approved by the ILHZ board;

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## Benguet Experience: CHTF GUIDELINES (Governing Policies): 3K ILHZ (3)

### II. FINANCIAL MANAGEMENT

#### A. COMMON HEALTH TRUST FUND

The 3 K ILHZ has established a common health trust fund to finance ILHZ activities to achieve its Vision, Mission and Goals.

1. These common health trust funds are contributions of the participating Municipal Governments of Kapangan and Kibungan and Provincial Government of Benguet.
2. Any contributions from other government institutions such as DOH, Non Government Organization and private sector is accepted and included as part of the CHTF.
3. All contributions shall be deposited in the Local Government Unit of Kapangan under a separate account in the name of "Common Health Trust Fund for 3K ILHZ."
4. The LGU Kapangan shall maintain a separate subsidiary ledger for the common health trust fund and shall record all sources and disbursements.
5. The 3 K ILHZ Board Resolutions No. 003-2008 appoints and authorizes the Municipal Treasurer of Kapangan as the fund custodian of the 3K ILHZ CHTF. The fund custodian shall have the following functions:
  - a. Maintain separate books of account, separate subsidiary ledger to record all sources and disbursement of funds for the CHTF.
  - b. Keep the financial records from the date of the signing of contract for auditing purposes.
  - c. Make available all financial reports, records for monitoring and auditing purposes by legally authorized agency.

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**Benguet Experience:  
CHTF Resolution: Mt. Trail ILHZ (4)**

EXCERPT FROM THE MINUTES OF MEETING OF THE MOUNTAIN TRAIL ILHZ BOARD HELD AT THE TEMPOGAN, GAMBANG, BAKUN, BENGUET ON FEBRUARY 26, 2009.

Resolution No. 02 - 2009

**RESOLUTION FORMALLY ESTABLISHING A COMMON HEALTH TRUST FUND FOR THE MOUNTAIN TRAIL INTERLOCAL HEALTH ZONE AND SHALL BE KNOWN AS THE MOUNTAIN TRAIL INTERLOCAL HEALTH ZONE – COMON HEALTH TRUST FUND (Mt. Trail ILHZ-CHTF).**

WHEREAS, the Mt. Trail ILHZ Board strongly recommends the ILHZ to establish a Common Health Trust Fund to support the different programs and projects of the zone;

WHEREAS, the contracting members of the Mt. Trail ILHZ agreed among themselves the mechanism of management with regards to the amount and frequency of contributions to a common health trust fund;

**Benguet Experience:  
CHTF Policies: Mt. Trail ILHZ (4)**

NOW, THEREFORE, for and in consideration of the foregoing premises, all parties involved have agreed to establish a COMMON HEALTH TRUST FUND through an enabling ordinance for the zone and shall abide to the following policies and guidelines as follows:

**POLICIES AND GUIDELINES OF THE COMMON HEALTH TRUST FUND:**

**I. POOLING OF RESOURCES.**

1. The participating LGUs (Atok, Bakun, Buguias and Mankayan), and the provincial government of Benguet shall establish a Common Health Trust Fund, which may include contributions of the participating LGUs, DOH and other Government Organizations, Phil Health, and the private sector (NGOs, POs, cooperatives, donations, user fees etc.).
2. Each LGU will earmark an initial amount of Fifty Thousand Pesos (P50,000.00) as their annual contribution to the MOUNTAIN TRAIL ILHZ COMMON HEALTH TRUST FUND.
3. The Provincial Government will earmark an initial amount of Two Hundred Thousand Pesos (P200,000.00) as their contribution to the ILHZ COMMON HEALTH TRUST FUND and to be replenished as need arises.

**Benguet Experience:  
CHTF Policies: Mt. Trail ILHZ (4)**

**II. FUND MANAGEMENT.**

**A. Management**

1. The Common Health Trust Fund shall be managed by the Interlocal Health Zone Manager (MOV of AEH) in close coordination with the ILHZ Board.
2. The Chief of Hospital of ADH will serve as the ILHZ-CHTF Custodian.

**B. PETTY CASH**

1. A petty cash fund shall be established from the CHTF in the amount of Php10,000.00 to be used for financial transactions of the zone and can be replenished once consumed.

**D. RECORDING, REPORTING and AUDITING.**


The provincial government shall maintain separate book for the Common Health Trust Fund for the MOUNTAIN TRAIL ILHZ.

1. The ILHZ main office shall establish and maintain a separate record of disbursements for the "MOUNTAIN TRAIL-ILHZ CHTF". The separate books of accounts at the provincial government and the record of disbursements at the ILHZ main office shall record all sources and disbursements of funds for the ILHZ.

**Benguet Experience:  
Subsidiary Ledger : BLIISTT ILHZ (1)**

Fund: BLIIST-Interlocal Health Zone Fund		
Source: General Fund-Provincial Counterpart Provincial Government - Benguet, Mountain Province, and Triangulo de Benguet		
<b>2011</b>		
January		
14	Dr. Joseph Cabinta-reimb of paid supplies for Medical Mission at Sablan on Nov. 17, 2010.	19,577.00
<b>February</b>		
3	Narvaez Petron-gas for SHW 389	-2,239.00
3	Dr. Joseph Cabinta-Reimb of paid supplies during management meeting on 1-25-11	2,625.00
8	GSIS-insurance of motor vehicle for Feb. 2011 to October 1, 2012	31,717.42
8	MITS L300 - SHW 389	1,999.71
8	Narvaez Petron-gas for SHW 389	-1,999.71
<b>April</b>		
11	Robert Tango-Honorarium as driver for January to March 2011	6,000.00
<b>May</b>		
19	Narvaez Petron-gasoline for SHW 389	-1,769.25
<b>July</b>		
12	Robert Tango-Honorarium as driver for April to June 2011	6,000.00
<b>October</b>		
10	Narvaez Petron-change oil for SHW 389	-4,173.00
12	Robert Tango-Hon. As driver for July to Sept. 2011	6,000.00
15	Narvaez Petron-diesel for SHW 389	2,417.25
<b>December</b>		
5	Dr. Evelyn Tello-reimb of expenses paid during medical mission on November 3-4, 2011	8,027.00
20	Narvaez Petron - change oil on Nov. 3, 2011	-4,001.50
29	Narvaez Petron-Diesel on November 1, 2011	3,166.35
29	Robert Tango-Honorarium for Oct. to Dec 2011	6,000.00
29	Frieda Chinanglas-reimb of food supplies during inception visit at Apayao Province	4,570.95
Total		243,373.48
Less: Receipt of counterpart for CY 2011		851,162.68
<b>BALANCE AS OF JANUARY 31, 2012</b>		<b>200,000.00</b>
		<b>851,562.68</b>

### Benguet Experience: Report of Receipts : BKD ILHZ (2)


**Republic of the Philippines**  
 Province of Benguet  
 Municipality of Bokod  
**OFFICE OF THE MUNICIPAL ACCOUNTANT**  
 REPORT OF RECEIPTS AND DISBURSMENTS  
 Re: BKD CHIT  
 As of March 27, 2012


Beginning balance, January 1, 2011	P	227,419.81
Add: Interest on deposits during the year 2011		1,319.98
MLGU Bokod counterpart for 2011		50,000.00
PLGU Counterpart for 2011		209,000.00
<b>Fund Balance as of March 27, 2012</b>	<b>P</b>	<b>478,739.79</b>

Note: No disbursements for the period Jan. 1- Dec. 31, 2011.

Prepared by: *Quinto H. Bumakil, Jr.*  
 Municipal Accountant  
 Verified by: *Matia S. Oldico*  
 Municipal Treasurer

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### Benguet Experience: Subsidiary Ledger: 3K ILHZ (3)


**MUNICIPALITY OF KAPANGAN, BENGUET**  
**Subsidiary Ledger**  
 As of March 31, 2012

Trust Fund

Account of	Inter-local Health Zone	Account Code	424 Due to Other Funds
Office/Address		GL	
Contact Person/Number		SL	424-010

Date	Particulars	Reference	Debit	Credit	Balance
2012					
Jan 1	Beginning Balance			156,174.42	156,174.42
Mar 20	PROVINCIAL GOVERNMENT OF BENGUET - Receipts LGUs as local counterpart on special projects. Provincial Counterpart to the 3K ILHZ for 2011.	JEV-2012-03-000023		200,000.00	356,174.42
	Ending Balance				356,174.42

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### Benguet Experience: Subsidiary Ledger : Mt Trail ILHZ(4)

**Fund: Mt. Trail Inter Local Health Zone**  
**Source: General Fund-Provincial Counterpart/Atok/Bakun/Buguias/Mankayan**  
**Code 439**

**SUBSIDIARY LEDGER**

Date	Particulars	JEV	Debit	Credit	Balance
27	Municipality of Atok-Counterpart for CY 2011	1212	284,383.80	617,033.70	332,669.90
November 14	Nora Ruiz-Reimb of paid meals and snacks during ILHZ-TWG meeting on Sept. 23, 2011	1295	600.00	617,033.70	332,069.90
December 29	Receipt of funds from GF: Provincial Counterpart to ILHZ (2011)	1443		200,000.00	
5	Mothersway Fastfood & Rest. 35 pax meals and snacks at ADH on October 26, 2011	1236	7,105.00		
5	Curamed Pharmacy-payment for 3 uterine elevator for AEH	1238	2,940.00		
29	Mothersway Fastfood & Rest. 25 pax meals on November 11, 2011 at Abatan & Buguias	1308	6,375.00		
27	Mount Data-70 pax meals and snacks on December 8, 2011	1327	28,000.00	817,033.70	487,649.90
			44,420.00		
			329,383.80		
2012	Beginning Balance			487,649.90	
January 18	DOST-CAR-chemical analysis for AEH on Nov. 21 and Dec. 2, 2011	73	31,892.00	31,892.00	455,757.90

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*Have a Nice Day!!!*

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