|  |  |  |
| --- | --- | --- |
|  |  | Приложение № 1  к распоряжению администрации Партизанского городского округа  от 26 декабря 2019г. № 631-ра |
|  |  | «Приложение № 6  к Учетной политике администрации Партизанского городского округа  для целей бюджетного учета, утвержденной распоряжением администрации Партизанского городского округа  от 27 декабря 2018 г. № 453-ра |

**Самостоятельно разработанные формы первичных документов**

администрации Партизанского городского округа

1. Перечень самостоятельно разработанных форм первичных документов

Самостоятельно разработанные формы:

- Инвентаризационная опись по объектам финансовых вложений ( для инвентаризации счетов 1 204 31 000 "Акции"; 1 204 32 000 «Участие в государственных (муниципальных) предприятиях»;1 204 34 000 «Иные формы участия в капитале»);

- Акт сверки показателей учетных данных финансовых и нефинансовых активов составляющих Казну Партизанского городского округа;

- Акт о вручении ценных подарков, сувениров, призов;

- Информация о начислении сумм по доходам;

- Анализ задолженности администрируемых доходов;

.

1. Образцы самостоятельно разработанных форм первичных документов
   1. Образец инвентаризационной описи по объектам финансовых вложений:

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | **ИНВЕНТАРИЗАЦИОННАЯ ОПИСЬ № \_\_\_\_\_\_\_\_\_\_** | | | | | | | | | | | | КОДЫ |
|  |  |  |  | **по объектам финансовых вложений** | | | | | | |  |  | Форма | Утверждена учетной политикой |
|  |  |  | **на "\_\_\_\_\_" \_\_\_\_\_\_\_\_\_\_\_\_ 20\_\_\_ г.** | | | | | | | |  |  | Дата |  |
| Учреждение |  |  | | | | | | | | | |  | по ОКПО | 04020873 |
| Структурное подразделение | |  | | | | | | | | | |  |  |  |
| Ответственное (-ые) лицо (-а) | |  | | | | | | | | | |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Приказ (распоряжение) о проведении инвентаризации: | | | | | | |  | номер |  | | | | Дата |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Место проведения инвентаризации | | |  | | | | | | | | | | |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  | Дата начала инвентаризации |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  | Дата окончания инвентаризации |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | **РАСПИСКА** | | | | | | | | | | | | |  |
|  | (оформляется до начала инвентаризации) | | | | | | | | | | | | |  |
| К началу проведения инвентаризации все документы, относящиеся к приходу или расходу финансовых активов, сданы в бухгалтерию и никаких неоприходованных или списанных в расход финансовых активов не имеется. | | | | | | | | | | | | | | |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Ответственное (-ые) лицо (-а) | |  |  | | | |  |  | |  |  | | |  |
|  |  |  | (должность) | | | |  |  | |  | (расшифровка подписи) | | |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | " \_\_\_\_\_" |  |  |  | 20\_\_\_\_\_ г. |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

2.2.Образец Акта сверки показателей учетных данных финансовых и нефинансовых

активов составляющих Казну Партизанского городского округа

2.4. Образец формы «Информация о начислении сумм по доходам»

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **ИНФОРМАЦИЯ** | | | | | | | | | | о начислении сумм по доходам | | | | | | | | | | за \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_20\_\_\_\_ г. | | | | | | | | | | ( период) | | | | | | | | | |  |  |  |  |  |  |  |  |  | | Главный администратор доходов | | |  | | | | | | |  |  |  |  |  |  |  |  |  | | Структурное подразделение | | |  | | | | | | |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | в рублях | | Основание | | | | Код дохода | | | Сумма начисления | | | физические лица | юридические лица | |  | | | |  | | |  |  | |  | | | |  | | |  |  | |  | | | |  | | |  |  | | **ИТОГО** | | | |  | | |  |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | | Руководитель | |  | |  | | |  |  | |  |  | (подпись) | | (расшифровка подписи) | | |  |  | |  |  |  |  |  |  |  |  |  | | Исполнитель | |  | |  | | |  | | |  |  | (подпись) | | (расшифровка подписи) | | |  |  | |  |  |  |  |  |  |  |  |  | | "\_\_\_\_\_\_\_ " |  | | 20\_\_\_\_\_\_\_ г. |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | |

2.5. Образец формы «Анализ задолженности администрируемых доходов»

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **АНАЛИЗ ЗАДОЛЖЕННОСТИ** | | | | | | | | | | | | | |
| администрируемых доходов | | | | | | | | | | | | | |
|  |  |  | за \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 20 \_\_\_\_\_ г. | | | | | | |  | |  | |
|  |  |  | ( период) | | | | | | |  | |  | |
|  |  |  |  |  |  |  | |  |  |  | |  | |
| Главный администратор доходов | | | |  |  |  | |  |  |  | |  | |
|  |  |  |  |  |  |  | |  |  |  | |  | |
| Структурное подразделение | | | |  |  |  | |  |  |  | |  | |
|  |  |  |  |  |  |  | |  |  |  | |  | |
|  |  |  |  |  |  |  | |  |  |  | | в рублях | |
| Наименование показателя (КБК) | | На начало года, в том числе: | | | начислено | | | оплачено | На конец года, в том числе: | | | | |
| Всего | в т.ч. долгосрочная (свыше 12 месяцев) | в т.ч. просроченная (от 3-х до 12 месяцев) | Всего | | в т.ч. долгосрочная (свыше 12 месяцев) | | в т.ч. просроченная (от 3-х до 12 месяцев) |
|  | |  |  |  |  | | |  |  | |  | |  |
|  | |  |  |  |  | | |  |  | |  | |  |
| **ИТОГО:** | |  |  |  |  | | |  |  | |  | |  |
|  |  |  |  |  |  |  | |  |  | |  | |  |
| Руководитель | |  | |  |  |  | |  |  | |  | |  |
|  |  | (подпись) | |  | (расшифровка подписи) | | | |  | |  | |  |
|  |  |  |  |  |  |  |  | |  | |  | |  |
| Исполнитель | |  | |  |  |  |  | |  | |  | |  |
|  |  | (подпись) | |  | (расшифровка подписи) | | | |  | |  | |  |
|  |  |  |  |  |  |  |  | |  | |  | |  |
| "\_\_\_\_\_\_\_\_" |  |  | 20 \_\_\_\_\_ г. |  |  |  |  | |  | |  | |  |
|  |  |  |  |  |  |  |  | |  | |  | |  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_».