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| --- | --- | --- |
|  |  | Приложение №1  к приказу управления экономики и собственности администрации Партизанского городского округа  от « 31 » декабря 2019 г. № 32 |
|  |  | «Приложение № 5  к Учетной политике управления экономики и собственности администрации Партизанского городского округа для целей бюджетного учета, утвержденной приказом управления экономики и собственности администрации Партизанского городского округа  от « 29 » декабря 2018 г. № 28 |

САМОСТОЯТЕЛЬНО РАЗРАБОТАННЫЕ ФОРМЫ РЕГИСТРОВ УЧЕТА

управления экономики и собственности

администрации Партизанского городского округа

1. Перечень самостоятельно разработанных форм первичных документов

Самостоятельно разработанные формы:

- Информация о начислении сумм по доходам;

- Анализ задолженности администрируемых доходов.

2. Образцы самостоятельно разработанных форм первичных документов

2.1. 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. |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | |

2.1. 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. |  |  |  |  | |  | |  | |  |
|  |  |  |  |  |  |  |  | |  | |  | |  |

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