

Procedure For Validation of Income and Expenditure of Regional Public Service Agency (RPSA) In Banyumas Regency

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Abstract. This article aims to determine the procedures for ratifying income and expenditure at the Regional Public Service Agency (RPSA) in Banyumas Regency. The method used in writing this final assignment is a qualitative approach with descriptive methods. The data came from interviews, observation, documentation, and literature study. The results obtained by the author show that the process of ratifying the income and expenditure of the Regional Public Service Agency (RPSA), carried out by the Regional Finance and Assets Agency (RFAA), is carried out once every quarter. The flow of procedures for ratifying the income and expenditure of the Regional Public Service Agency (RPSA) at the Regional Finance and Assets Agency (RFAA) in Banyumas Regency is not yet accompanied by a flowchart, so it is necessary to make a flow chart or flowchart related to the procedures for ratifying the income and expenditure of the Regional Public Service Agency (RPSA) which will help visualize the process flow more clearly and make understanding easier for all parties involved.

Keywords: Procedures, Income and Expenses, Regional Public Service Agency

1. Introduction

As a region that continues to develop, Banyumas Regency has several Regional Public Service Agencies (RPSA) that operate in various fields such as health, education, and other public services. Banyumas Regency is one of the regions that has implemented RPSA in the process of managing public services, especially in the health sector. Health services are an aspect that is closely related to all individuals, so maximum health services are needed so that people feel satisfied. Regional Public Service Agency (RPSA) is a government agency that has the task of providing services to the community by providing goods and services that are sold without prioritizing the aim of making a profit, but based on the principles of productivity and efficiency [1]. RPSA productivity can be described as a comparison between the number of services provided to the community compared to the number of resources used to provide those services [2]. Efficiency is the ability of an organization to produce the best output with the least input. Efficiency in RPSA means using available resources, both financial, human, and material, as best as possible to provide the best service to the community [3].

The Regional Public Service Agency (RPSA) Financial Management Pattern is a Financial Management Pattern that provides flexibility in the form of freedom to implement sound business practices to improve services to the community in advancing the general welfare and making the nation's life smarter as an exception to regional financial management provisions in general [4]. Good financial management is very important for RPSAs so that they can carry out their functions effectively and efficiently. Banyumas Regency Government Accounting Policies, hereinafter referred to as Accounting Policies, are the principles, basics, conventions, rules, and specific practices chosen in the preparation and presentation of Regional Government financial reports [5]. This policy aims to improve the comparability of financial reports to budgets, both within periods and between various entities.

RPSA financial administration is very important to increase public trust and ensure the effective use of public funds. RPSA plays an important role in providing quality health services for residents in Banyumas Regency. RPSAs are given flexibility regarding their financial management so that they can provide maximum services to the community because the income earned can be used directly to finance RPSA expenditures. The budget structure of RPSA consists of income, expenditure, and financing [6]. Income and expenditure are included in the two main components of the financial management process which are very crucial for RPSA.

The income and expenditure validation procedure is one of the crucial aspects of this system because it ensures that every transaction that takes place has gone through a verification and approval process by applicable regulations. Thus, there is a need for supervision from the Banyumas Regency Regional Finance and Assets Agency (RFAA) to supervise and ensure that RPSAs comply with established income and expenditure approval procedures. RFAA is a supporting element for government affairs in the financial sector which is the authority of the region. RFAA has the task of assisting the Regent in carrying out supporting functions for government affairs in the financial sector which is the authority of the district [7]. One of the important responsibilities of the Banyumas Regency RFAA is to monitor and ensure that regulations carry out RPSA financial administration. In practice, various challenges are often encountered in the process of ratifying RPSA income and expenditure at the Banyumas Regency RFAA, including the existence of several RPSAs that are late in submitting documents, as well as a lack of complete documents from several RPSAs in the process of ratifying the income and expenditure of the Regional Public Service Agency (RPSA). This article is different from other articles because it focuses on the validation procedures, completeness of documents, and flow chart of the process of ratifying income and expenditure at RPSAs in Banyumas Regency, especially in the health sector which consists of 45 RPSAs in the health sector.

2. Literature Review

2.1 Definition of Procedure

An organization needs to have good procedures for carrying out its activities. Procedures are very important for an organization to have so that all plans that have been set can run well and systematically according to the goals that have been set. Procedures are a systematic series of actions and steps that need to be taken by an organization to achieve specific goals [8]. A procedure is a collection of interrelated methods or steps to complete a task. Procedures are

created to ensure that work is done consistently and efficiently [9]. Procedures are a collection of written instructions used to lead specific activities or operations to ensure consistent and quality execution of tasks [10].

Based on the explanation of the meaning of procedure above, it can be concluded that a procedure is a series of systems consisting of interrelated steps to achieve predetermined goals. The procedure has several benefits, according to [11], explains that the benefits of the procedure are :

- 1) Turning repetitive tasks into structured routines makes it easier for individuals to carry out tasks.
- 2) Creating and increasing effective and efficient work productivity.
- 3) Makes it easier to ensure decision-making.
- 4) As a clear work guide that must be adhered to

2.2 Regional Public Service Agency (RPSA)

A Regional Public Service Agency (RPSA) is a regional work unit aiming to provide services to the community by providing goods and services sold without focusing on profit [12]. RPSA is an entity under a regional government that is formed like a business entity and aims to manage certain public services with the principles of efficiency, productivity, and independence. RPSA is also flexible in managing finances and human resources and is tasked with achieving maximum performance in providing services to the community [13].

"Regional Public Service Agency, hereinafter abbreviated as RPSA, is a system implemented by the Regional Service/Agency Technical Implementation Unit in providing services to the community that has flexibility in financial management patterns as an exception to regional financial management provisions in general." [6]. "RPSA is an undivided regional asset which is managed to carry out the relevant RPSA activities by the provisions of statutory regulations" [14].

Based on the explanation above, it can be concluded that RPSA is an entity under the regional government which is formed like a business entity and has the aim of managing certain public services with the principles of efficiency, productivity, and independence, as well as implementing the relevant RPSA activities by statutory provisions.

2.2.1 Regional Public Service Agency Revenue

Revenue is the amount of gross receipts obtained from RPSA activities in a certain period, contributing to an increase in net equity. RPSA income is classified into :

- 1) Business Income from Services

Is income earned as compensation for goods or services provided to society. This income is then classified based on the type of service provided by RPSA.

- 2) Grant

Is income received by RPSA from the community or other bodies without any obligation to provide goods or services in return. Grants are divided into Restricted Grants and Unrestricted Grants. A Restricted Grant is a grant whose purpose is determined by the grantor, while an Unbound Grant is a grant whose purpose is not determined by the grantor.

3) Revenue from Regional Revenue and Expenditure Budget or State Revenue and Expenditure Budget

The income obtained from the RREB/SREB is used for two types of expenditure, namely operational expenditure and investment expenditure. Operational expenditure includes expenses for employees as well as goods and services. Meanwhile, investment spending includes capital expenditure.

4) Other Business Income

Is income that comes from collaboration with other parties, rentals, financial institution services, and other sources of income that are not directly related to the duties and functions of the RPSA.

5) Gain on Sale of Non-Current Assets

Is the excess difference between the selling price and the book value of non-current assets.

6) Income from Extraordinary Events

Is income from RPSA activities that are non-routine, non-recurring, and outside the RPSA's control.

2.2.2 Regional Public Service Agency (RPSA) Expenditures

Expenditure is the expenditure or use of economic resources (money) by RPSA to obtain goods and services needed to carry out its operational activities. RPSA spending is classified into:

1. Operational Expenditures

Operational expenditure is expenditure used to support daily or operational activities in RPSA. This type of expense includes:

- Employee Shopping
These are expenses incurred to pay salaries, allowances, incentives, and honorariums for permanent and non-permanent employees at RPSA.
- Shopping for Goods and Services
These are expenditures incurred to purchase goods and services that support RPSA operational activities.
- Business Travel Shopping
These are expenses incurred for official purposes carried out by employees.

2. Capital Expenditures

Is expenditure for the purchase or procurement of fixed assets that provide economic benefits for more than one accounting period. Which includes this type of shopping :

- Shop for Equipment and Machinery
These are expenses incurred to procure equipment or machines needed for RPSA operations, such as medical equipment, computers, and operational vehicles.
- Shopping for Buildings and Buildings
These are expenditures incurred for the procurement of buildings or buildings used for RPSA operational activities.

3. Unexpected Shopping

This expenditure is defined as expenditure made for unusual and unexpected purposes, such as dealing with natural disasters, and social disasters, as well as other expenditures that are very important in the operations of central or regional government authorities, including the return of excess regional revenue from the previous year which is supported by evidence. valid.

3. Research Methods

The research method used by the author is a qualitative approach using descriptive methods. A qualitative approach was chosen because it can provide a comprehensive understanding of the process of ratifying income and expenditure at the Regional Public Service Agency (RPSA). The descriptive method is used to describe in detail the process of ratifying income and expenditure in RPSA. This method was chosen because it can reveal phenomena that occur in the actual context and provide a deeper understanding of the procedures applied. This discussion focuses on understanding the processes, mechanisms, and policies involved in ratifying revenues and expenditures in RPSAs. The data collection method is using primary data and also secondary data. Primary data is information obtained by the author directly at the Field Work Practice (FWP) location, such as interviews and observations. The interview method was carried out by asking direct questions to several employees at RFAA who had relevant knowledge related to procedures for ratifying RPSA income and expenditure in the Banyumas Regency. The observation method is a method obtained from sources supporting work practices in the field. Data was obtained through evidence related to procedures for ratifying RPSA income and expenditure in the Banyumas Regency. Meanwhile, secondary data focuses on information obtained by the author indirectly from other sources, such as documentation and literature studies. In the documentation, this data is obtained from files archived at the Field Work Practice (FWP) location, which can be in the form of pictures, financial reports, and other reference materials. Literature studies are used to obtain information from sources such as books, journals, laws and regulations, and also the internet related to the topic to be used as supporting material in preparing this article.

- 1) Data and documents required by the author :
- 2) Legislation regarding RPSA
- 3) RPSA Financial Report in Banyumas Regency
- 4) Request Letter Ratification of RPSA
- 5) Statement of Responsibility
- 6) RPSA Income Report
- 7) RPSA Expenditure Report
- 8) Cash Audit Minutes
- 9) Checking account
- 10) Cash Closing Register
- 11) Letter of Approval of RPSA Income, Expenditures, and Financing (SP3B).
- 12) Financial Satria Application

4. Result And Discussion

One of the tasks of the Regional Finance and Assets Agency (RFAA) is to assist the regent in formulating technical policies, implementing, monitoring, evaluating, and reporting. RFAA is also responsible for providing technical guidance for the implementation of supporting government affairs in the financial sector which is under regional authority and given to the district [15]. Based on Banyumas Regent Regulation Number 29 of 2012 Article 6 concerning Procedures for Ratifying the Income and Expenditures of the Banyumas Regency Regional Public Service Agency, it explains that the process of ratifying RPSA income and expenditure carried out by RFAA is carried out once every quarter. The RPSA Income, Expenditure, and Financing Confirmation Letter (SP3B) is sent no later than the 10th after the end of the quarter. Ratification of RPSA Income and Expenditures in Banyumas Regency is intended as a mechanism for recording and reporting RPSA income and expenditure to create orderly administration, accountability, and transparency in RPSA financial management in Banyumas Regency. Good accountability can ensure that managed public funds are used efficiently and effectively to provide quality services to the community and ensure that public funds are used correctly and prevent errors and fraud.

Based on the Attachment to Banyumas Regent Regulation Number 29 of 2012 concerning Procedures for Ratifying the Income and Expenditures of Banyumas Regency Regional Public Service Agencies, to help smooth the process of ratifying RPSA income and expenditure, several documents are required that must be prepared by BLUD, including:

- 1) Statement of Responsibility, is a statement of responsibility issued by the RPSA leadership regarding the income and/or expenditure that has been used by the RPSA
- 2) Request Letter (RL) for Ratification of RPSA Income and Expenditures, is an order issued by the RPSA leadership to the Regional General Treasurer (RGT)/Regional General Treasurer's Proxy to approve reports related to RPSA income receipts and/or expenditures used
- 3) RPSA Income Report, this report contains the total RPSA income which has been signed by the RPSA leadership
- 4) RPSA Expenditure Report, this report contains details of expenses incurred by RPSA which have been signed by the RPSA leadership
- 5) Cash Audit Minutes is a file containing the physical amount of money that has been signed by the RPSA leadership
- 6) Cash Closing Register is a file containing quarterly closing cash balances that have been signed by the RPSA leadership
- 7) Current Account, this report contains details of transactions carried out by RPSA.

4.1 Process for Ratifying Regional Public Service Agency (BLUD) Income and Expenditures

1. Budget User/RPSA Leader issues RPSA Request Letter (RL) to BKAD accompanied by Statement of Responsibility, RPSA Income Report, RPSA Expenditure Report, Cash Audit Minutes, Cash Closing Register, and Current Account.

2. After receiving an order from the Head of RFAA, the Accounting and Reporting Sub-Sector under the Accounting and Treasury Sector carries out tests related to the document. Tests carried out include:
 - 1) Check the completeness of attachments
 - 2) Check whether the budget account code listed in the RPSA Approval Request Letter (RL) corresponds to what has been budgeted in the RPSA Budget Implementation Document (BID).
 - 3) Checking the accuracy of writing, including avoiding writing errors.
 - 4) Compare the signature listed on the Request Letter (RL) RPSA with the specified signature specimen.
 - 5) Check that the total RPSA expenditure does not exceed the limit set in the RPSA BID.
 - 6) Ensure conformity between the inclusion of income and expenditure in the RPSA Ratification RL and the Statement of Responsibility.
 - 7) Compare the signature of the Budget User or RPSA Leader on the Statement of Responsibility with the specified signature specimen.
3. If all the requirements are appropriate and complete, then the files will be processed and entered into the system using the Financial Satria Application and if there are files that are not suitable then confirmation will be made to the Budget User/Head of the RPSA concerned.
4. For RPSA data that is declared correct and complete, the RPSA Income, Expenditure, and Financing Confirmation Letter (SP3B) will be printed and signed by the Head of RFAA.
5. If there is a BLUD that makes corrections related to the RPSA Ratification Request Letter (RL) and RPSA Income, Expenditure, and Financing Confirmation Letter (SP3B) that have been submitted, they must attach :
 - 1) Photocopy of Request Letter (RL) Ratification of RPSA and RPSA Income, Expenditure, and Financing Confirmation Letter (SP3B) that need to be repaired
 - 2) SPTJ which has been signed by the BLUD Leadership
 - 3) An explanation of the cause of the error that has been signed by the RPSA Leader
6. SP3B BLUD is declared valid if it has been signed by the Head of RFAA.
7. After the RPSA Income, Expenditure, and Financing Confirmation Letter (SP3B) is declared valid, it is then submitted to the Budget User/RPSA Leader.

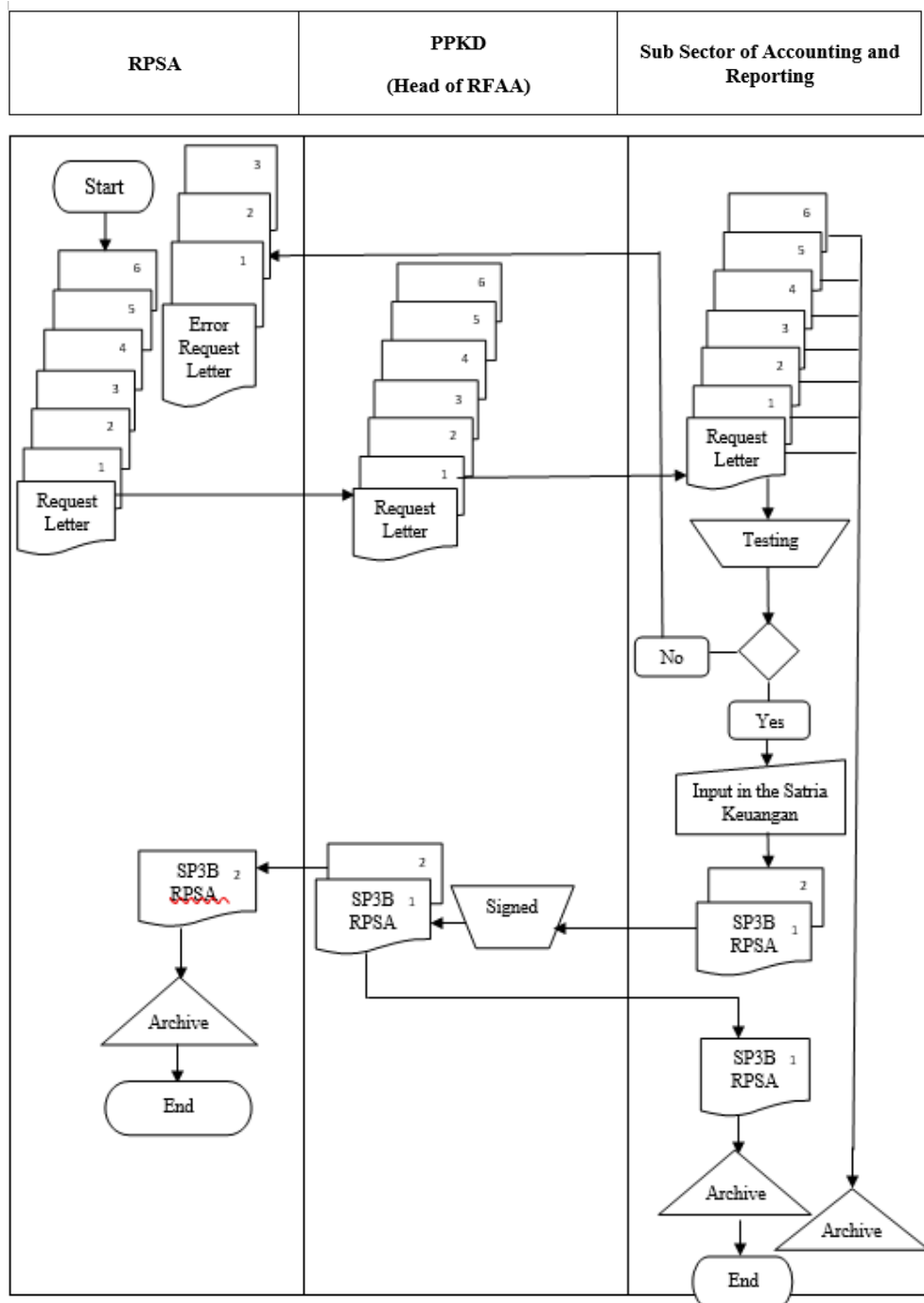


Figure 1. Flow Chart of Procedures for Validating BLUD Income and Expenditures

Information :

A. Attachments to Request Letter (RL) RPSA:

- 1: Statement of Responsibility
- 2: RPSA Income Report
- 3: RPSA Expenditure Report
- 4: Cash Audit Minutes
- 5: Cash Closing Register
- 6: Current Account

B. Attachment to the revised Request Letter (RL) RPSA :

- 1: Photocopy of RPSA Ratification Request Letter (RL)
- 2: RPSA Income, Expenditure, and Financing Confirmation Letter (SP3B) which needs to be repaired
- 3: Statement of Responsibility which has been signed by the RPSA Leadership
- 4: Explanation of the cause of the error which has been signed by the RPSA Leader

4.2 Evaluation of Results

The flow of procedures for ratifying RPSA income and expenditure at RFAA in Banyumas Regency is not yet accompanied by a flowchart that can visually explain the processes in this mechanism. Several RPSAs are late in submitting the RPSA Ratification Request Letter (RL), there is a lack of supporting documents and there are also those who submit corrections related to the BLUD Ratification Request Letter (RL) and RPSA Income, Expenditure, and Financing Confirmation Letter (SP3B) so that the process of ratifying RPSA income and expenditure becomes a little hampered.

5. Conclusions and Recommendations

5.1 Conclusions

In practice, the implementation of procedures for ratifying RPSA income and expenditure at RFAA in Banyumas Regency has been carried out well by established regulations, namely Banyumas Regent Regulation Number 29 of 2012. The Regional Public Service Agency (RPSA) in Banyumas Regency has played a good role in fulfilling the administrative requirements for the process of ratifying RPSA income and expenditure, but there are still several RPSAs that are lacking in fulfilling their administrative requirements.

5.2 Recommendations

It would be better to remind RPSAs who are late in submitting the RPSA Ratification Request Letter (RL) so that the process of ratifying RPSA income and expenditure is not hampered. If you have been reminded but have not submitted the RPSA Ratification Request Letter (RL), a written order is given to the RPSA concerned to submit the RPSA Ratification Request Letter (RL) accompanied by attachments within the specified time limit. A flowchart related to the RPSA income and expenditure validation procedure is created which will help visualize the process flow more clearly and make it easier for all parties involved to understand. This

flowchart must be prepared comprehensively and updated regularly by developments in policies and procedures.

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