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**EVALUATION OF THE IMPLEMENTATION OF SYSTEMS AND
PROCEDURES FOR SPENDING CASH SUPPLY AT THE
REGIONAL REVENUE AGENCY OF BITUNG CITY**

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Abstract:

Tax Good governance is reflected, among other things, in transparent and accountable government financial management. This study aims to evaluate the systems and procedures for disbursing cash at the Regional Revenue Agency of the city of Bitung, whether they refer to government regulation no. 12 of 2019 and what is the procedure for disbursing cash in stock money at the Regional Revenue Agency for the city of Bitung. This type of qualitative research uses a descriptive analysis method with a case study approach. The results of research on systems and procedures for spending money at the Regional Revenue Agency of Bitung City are by Government Regulation no. 12 of 2019, systems and procedures for disbursing cash (UP) have been supported by related documents such as Payment Orders (SPP), Payment Orders (SPM), and Funds Disbursement Orders (SP2D), and transaction documents to complete the inventory of cash procedures. The system for issuing Warrants for Payment of Supply Money (SPM-UP) at BAPENDA Bitung City, especially in preparing SPM-UP documents and examining supporting documents, their application is by the characteristics of regional financial management according to Government Regulation Number 12 of 2019. However, in practice, the issuance process is inappropriate because the operator is still handling it, and the PPK SKPD must carry out this task.

Keywords: Systems and Procedures, Cash Disbursement, Inventory Money, Government Regulation No. 12 of 2019

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**INTRODUCTION**

Taxes A significant reform in state finance was marked by issuing a law in the financial sector, Law (UU) Number 17 of 2003 concerning State Finance. State finances must be managed orderly, efficient, effective, economical, transparent, and accountable while still paying attention to a sense of justice and compliance. Financial management is one of the main administrative activities in government, which requires the principles of good governance and every organization to carry out budget implementation well and correctly.

The Bitung City Regional Revenue Agency is one of the Regional Work Units (SKPD) with a relatively large budget, as shown in the Regional Revenue and Expenditure Budget (APBD). The Bitung City Revenue Agency must prepare financial accountability reports, one of which is for implementing cash disbursements. If the cash disbursement system is managed properly and correctly, it can facilitate organizational performance.

Based on Government Regulation Number 12 of 2019 concerning Payment Procedures for Implementing Regional Revenue and Expenditure Budgets as Technical Guidelines for Implementing Financial Management. Article 141, Article 150, and Article 151 regulate the

Procedures for Implementing Cash Disbursement Procedures for the Stock Money Mechanism (UP), which the Expenditure Treasurer manages. The money supply procedure is part of the cash disbursement system, which is essential in carrying out development programs planned and budgeted by government agencies/state institutions. Cash is recognized at the nominal value of cash or equivalent to cash, as well as bank checking accounts which are not restricted in use. Cash receipts and cash payments influence changes in cash.

Stock money is an initial fund that describes financial management at the Bitung City Regional Revenue Agency at the beginning of the fiscal year, with good financial management and by Government Regulation No. 12 of 2019 concerning Regional Financial Management and Bitung City Regional Regulation No. 02 of 2010 concerning Principles of Regional Financial Management. The Regional Revenue Agency of Bitung City generally uses Stock Money (UP), which is revolving and is not made by direct payment, so it is necessary to evaluate the implementation of cash disbursement procedures for supply money to avoid problems, such as fraud or waste of the budget so this needs to be done. Internal control over the Money Supply (UP) mechanism. Therefore, it is necessary to further evaluate the systems and procedures for disbursing cash for supplies as a real effort to prevent misuse and misappropriation of funds.

METHODS

The type of research used is qualitative descriptive, which is a procedure that produces descriptive data in the form of written or spoken words resulting from case studies by making detailed observations of the object of research at the Bitung City Regional Revenue Agency. The author uses qualitative data from organizational information and interviews with resource persons from the Bitung City Regional Revenue Agency. The source of the data is in the form of primary data obtained directly from the Bitung City Regional Revenue Agency, namely the results of interviews with resource persons and documentation in the form of the flow of Cash Expenditure Procedures and Inventory Money. Data collection using interviews, observation, and documentation studies.

The data analysis method used in this study is a descriptive analysis method that aims to decipher and provide an overview of the Cash Supply Expenditure Procedure at the Bitung City Regional Revenue Agency; then, it will be evaluated according to Government Regulation No. 12 of 2019 concerning Regional Financial Management. The data analysis process carried out in this study is:

1. Data Collection, in the form of interviews regarding the Evaluation of the Implementation of Cash Disbursement Systems and Procedures for Supply Money at the Bitung City Regional Revenue Agency
2. Evaluation includes comparing the procedure for disbursing cash supplies with applicable rules and testing whether or not each of these procedures is fulfilled.
3. Draw conclusions, conclude research results and provide suggestions related to the Cash Supply Disbursement System and Procedure at the Bitung City Regional Revenue Agency.

RESULT AND DISCUSSION

Increased Organization of Money Supply (UP) Procedures at the Bitung City Regional Revenue Agency. The system and procedure of disbursing cash supplies of the relevant organizations in the Regional Revenue Agency of Bitung City are as follows:

1. Budget Usage (PA)
2. Power of Budget User (KPA)

3. Regional Financial Management Officer (PPKD)
4. Financial Administration Officer (PPK)
5. Regional General Treasurer (BUD) The Regional General Treasurer is a PPKD who acts as the Regional General Treasurer of Bitung City.
6. Expenditure Treasurer
7. Technical Management Officer of Activities (PPTK)
8. SPM Signing/ Examiner Officer (PPSPM)

Money Supply Procedure (UP) at the Regional Revenue Agency of Bitung City. It consists of three sub-procedures, namely Request for Payment of Supply Money (SPP-UP), Order to Pay Supply Money (SPM-UP), and Supply Money Disbursement Order (SP2D-UP). The source of the supply money given to the Bitung City Regional Revenue Agency is the city government's funds, which are nominal funds at Rp. 30,000,000, - and for other funds of Rp. 10,000,000,. Each month, regional devices are required to replenish cash (revolving) through the GU mechanism.

Procedure for Issuance of Supply Payment Request Letter (SPP-UP). The procedure is:

1. Request for Payment by the Expenditure Treasurer
2. The payment process contains information, data flow, and electronic presentation of documents.
3. The Treasurer submits SPP to the PA through PPK SKPD based on SPD or other documents equated with SPD.
4. Submission of SPP to KPA based on consideration of the size of SKPD and location.
5. Submission of SPP to KPA based on consideration of the amount of SKPD activity budget.
6. The SPP proposed by BP consists of SPP-UP, SPP-GU, SPP-TU, and SPP-LS. Meanwhile, the SPP that BPP can submit consists of SPP-TU and SPP-LS.
7. BP shall carry out the issuance and submission of SPP-UP documents by attaching the decision of the Regional Head.
8. Issuance and submission of SPP-GU documents are carried out by BP in order to reimburse supplies.
9. The decision of the Regional Head shall determine more provisions regarding the amount of UP and GU.
10. BPP submits SPP-TU to carry out urgent activities and cannot use SPP-LS and SPP-UP/GU.
11. PPKD must approve the limit on the number of SPP-TU applications by showing details of the needs and time of use stipulated by Regional Head regulation. If the money is not used up within 1 (one) month, then the remaining TU must be deposited into the regional general cash account. The SPP-TU application is attached with a list of details of fund users.
12. Receipts submitted to the Treasurer are submitted to the KDP for authorization.
13. SPP/SPM officer makes and prints SPP for shopping goods signed by PPSPM.
14. If approved by KDP, KDP will issue SPP-UP.
15. The Treasurer inputs the receipt in the Sekwan application.
16. Furthermore, the Treasurer will create a DRPP in the Sekwan application.
17. Complete billing documents, then SPP will be issued and signed by KDP.

Procedure for Issuance of Warrant to Pay Money Supplies (SPM-UP). The procedure for issuance of SPM-UP at the Bitung City Regional Revenue Agency is as follows:

1. If the Mayor's Decree on UP has been issued, the Budget User, namely the head of the Bitung City BAPENDA, submits the SPD to the PPK-SKPD Treasurer.
2. Based on SK-UP (SPD) and SPJ, the Treasurer makes SPP-UP along with other documents, consisting of Verification Sheet of SPM documents signed by the SKPD Financial Administration

Officer as many as two copies of the original; (2) original four copies of service receipts (1 copy stamped); (3) Original four copies of the Payment Order (SPM); (4) Original four copies of the UP PAYMENT REQUEST LETTER (SPP-UP); (5) Letter of application for supply money; (6) Statement of Supply Money in 2 copies of the original (1 copy stamped); (7) Statement of Responsibility as much as two copies of the original (1 copy stamped); and (8) the Mayor's regulation on Money Supplies (SK-UP).

3. The BAPENDA Bitung City Treasurer of Expenditure submits the SPP-UP along with other documents to the PPK-SKPD BAPENDA Bitung City for research.
4. SPP-UP that is declared complete will be made a draft SPM by PPK SKPD, where the issuance is two days after the SPP-UP is received. The published SPM draft is then given by PPK SKPD to the Budget User for authorization. If SPP-UP is declared incomplete or inappropriate, PPK SKPD will issue a Letter of Refusal to Issuance of SPM. SPM rejection is issued within one working day from receipt of SPP-UP. The SPM Issuance Rejection Letter will then be submitted to the Treasurer of Expenditure of BAPENDA Bitung City so that the Treasurer can improve the SPP-UP and then submitted to the PPK-SKPD for further review.

The system and procedure for the formation and use of money supplies implemented by BAPENDA Bitung City are appropriate, which consist of (a) Issuance of a Supply Payment Order (SPP-UP), (b) Issuance of a Warrant to Pay Supplies, (Warrant for Disbursement of Supply Money).

Procedure for Issuance of Supply Money Disbursement Order (SP2D-UP)

1. The Budget User submits the SPM to the BUD authority, and the SPM delivery officer submits the ADK (Computer Data Archive) of the SPM for goods shopping along with other supporting data to KPPN.
2. The BUD power of attorney examines the completeness of the proposed SPM.
3. If the SPM is declared complete, the power of attorney for BUD is to issue SP2D within two working days of receiving the SPM.
4. SP2D is handed over to banks and Budget Users.
5. The BUD power of attorney must record SP2D and debit notes from the bank on the administration document consisting of the expenditure cash book and receipt cash book.
6. The Budget User submits SP2D to the Expenditure Treasurer.
7. The Treasurer records SP2D on administrative documents consisting of expenditure books, tax assistant books, teaching assistant books, and expenditure recapitulation books of object details.
8. If the SPM is declared complete, the BUD power of attorney issues a letter refusing to issue SP2D by one working day after the SPM is received.
9. This letter of refusal to issue SP2D is submitted to the budget user for SPM improvement.
10. KPPN receives and checks the ADK (Computer Data Archive) SPM for goods shopping and the files' completeness for further processing.
11. KPPN issues SP2D after SPM research and testing
12. Before disbursement, the SPJ file is validated.
13. KPPN confirms to its partner Operational Bank that the required funds are available to the bank.
14. The expenditure treasurer shall take cash at the bank using cheques signed by the expenditure treasurer and the budget user's power of attorney and, if necessary, take current accounts at the relevant bank.
15. The expenditure treasurer shall record financial records in the bank and cash books, signed by the expenditure treasurer at the end of each bookkeeping period, and record them in the credit supervision assistant book.

Implement the Government's Internal Control System over Money Supply (UP) Procedures at the Bitung City Regional Revenue Agency. There are five elements in the Government Internal Control System, which are as follows:

Control Environment. Based on the interviews conducted, the enforcement of integrity and ethical values of the money supply procedure, in this case, the SPP-UP, SPM-UP, and SP2D procedures, have been carried out by applicable regulations. Each employee already knows their respective duties and functions, and then training and technical guidance are carried out to improve employee competence. In selecting leaders, each leader has managerial skills and technical experience regarding money supply procedures.

Risk Assessment. In implementing the money supply procedure, internal risks are most likely. In addition, for the risk of wifi or internet network problems, the steps taken by the Bitung City Regional Revenue Agency are to contact the service provider to repair the problematic internet network.

Control Activities. Control activities at the Bitung City Regional Revenue Agency are carried out monthly by the leadership and secretary to assess the extent of employee performance in the money supply procedure. Control of inventory money carried out by the expenditure treasurer, namely collecting files and inputting data, then conveying the need for supply money to the Financial Administration Officer (PPK) for verification and availability of ceilings. In this case, PPK only verifies SPP and SPM; for SP2D, who will check or verify it, namely KPPN? Furthermore, documents from the money inventory procedure are stored/archived digitally.

Information and Communication. Information and communication are carried out in various ways, such as by phone, WhatsApp, E-mail, or Facebook. Furthermore, the information system used comes from the central government, so its renewal always follows and is governed by the center's policies.

Internal Control Monitoring. Routine control activities are examined in three stages: inspection by the finance department, control by the inspectorate, and control by the Financial and Development Supervisory Agency (BPKP). A visit was conducted to check how the implementation of internal control was running well as a follow-up on the evaluation that each competent authority had carried out.

Evaluation of Cash Supply Disbursement Procedures at the Bitung City Regional Revenue Agency. The nominal has been set at Rp for the money supply at the Bitung City Regional Revenue Agency. 30,000,000 for one period. The mechanism for using inventory money can only be used for routine SKPD expenses and expenses on programs and activities at small goods and services shopping posts with a nominal value of < Rp. 10,000,000,-. Then, the supply money is replenished every month with the Money Change (GU) mechanism.

Evaluation of the Issuance Procedure for Supply Money Payment Request Letter (SPP-UP). The process of issuing SPP-UP at the Bitung City Regional Revenue Agency is by Government Regulation No.12 of 2019. SPP-UP is used to replenish Money Supplies (UP). The SPP-UP application is only done once a year at the beginning of the fiscal year by the Bitung City Regional Revenue Agency. The expenditure treasurer makes payments on UP based on a Payment Order (SPBy) approved and signed by KDP on behalf of KPA, attached with the activity implementation plan up to the deadline for accountability of the work advance from the recipient. This mechanism is by Government Regulation Number. 12 of 2019.

Evaluation of the Procedure for Issuance of a Warrant to Pay Money Supplies (SPM-UP). The system and procedure for issuing SPM-UP at BAPENDA Bitung City are by Government

Regulation No. 12 of 2019. However, in practice, issuing SPM-UP to the Local Government Information System (SIPD) is not appropriate because it is often handled by field operators, which should be the task of PPK SKPD. Shopping with a value of Rp. 1,- up to Rp. 9,999,999,- whose payment is made by direct purchase (not through the provider) is paid through the UP / GU / TU mechanism and which is used as proof of payment and minutes of handover, is excluded for: (a) salary expenditure; (b) honorarium shopping; (c) incentives; (d) spending on freelance daily labor services; (e) e-catalog shopping; (f) advertorial shopping; (g) expenditures funded from the Special Allocation Fund (DAK); (h) capital expenditures. Thus, the procedure for issuing SPM-UP is by Government Regulation No. 12 of 2019.

Evaluation of the Procedure for Issuance of Supply Money Disbursement Orders (SP2D-UP). The process of issuance of SP2D-UP at the Regional Revenue Agency of Bitung City starts with the SPM delivery officer submitting the ADK SPM Shopping for Goods along with other supporting data to KPPN, then ends with the issuance of SP2D-UP by KPPN after SPM research and testing, and disbursement of funds based on SP2D is carried out through fund transfer from the State Treasury at the operational bank to the Account of the Recipient appointed in SP2D by Government Regulation No.12 year 2019.

Evaluation of the Internal Control System of Money Supply (UP) Procedures at the Bitung City Regional Revenue Agency. This evaluation aims to test the fulfillment of these procedures on the elements of internal control as stipulated in Government Regulation No. 60 of 2008 concerning the Government Internal Control System. The following are the elements of the internal control system in question:

Control Environment. The Bitung City Regional Revenue Agency has implemented a controlled environment because this is needed in order to avoid misuse of funds, the preparation of rules of conduct and disciplinary action given in case of irregularities, communication between employees is conducive, a positive response by the head of section to every problem, the establishment of an organizational structure and the delegation of responsibilities by the organizational structure that has been formed, Routine coaching is carried out on employees, the role of effective supervisory officers and the existence of good working relationships.

Risk Assessment. The Bitung City Regional Revenue Agency has carried out risk assessment by paying attention to problems that may occur, such as errors, viruses, and unexpected disasters.

Control Activities. Based on previously established performance standards, the Bitung City Regional Revenue Agency carries out policies or procedures to facilitate various actions when experiencing emerging and newly identified risks, such as reviewing or checking performance.

Information and Communication. The Bitung City Regional Revenue Agency has implemented various forms and means of communication, such as telephone and social media, and in terms of money supply procedures, always using the latest information system.

Control Monitoring. The Bitung City Regional Revenue Agency

's monitoring activities include checking money supply activities and monitoring the implementation of the vision and mission according to procedures.

CONCLUSION

1. The system and procedure for disbursing cash supply (UP) at the Bitung City Regional Revenue Agency are by Government Regulation 12 of 2019.

2. The issuance system for the issuance of orders to pay supply money to the Bitung City Regional Revenue Agency, especially in the preparation of SPM-UP documents and the examination of supporting documents, its application is by the characteristics of regional financial management according to Government Regulation No. 12 of 2019. However, in practice, the issuance process is not appropriate because it is still handled by the operator, where PPK SKPD must carry out the task.
3. The internal control system over money supply procedures carried out by the Bitung City Regional Revenue Agency is good enough. By Government Regulation No. 60 of 2008, its implementation must still be improved in the introduction monitoring section.

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