



COPY

REGENT SUKOHARJO
PROVINCE OF CENTRAL JAVA
SUKOHARJO REGENCY REGULATIONS
NUMBER 8 OF 2023

ABOUT

BUDGETTING, IMPLEMENTATION AND ADMINISTRATION PROCEDURES,
RESPONSIBILITY AND REPORTING AND MONITORING
AND EVALUATION OF GRANT AND SOCIAL ASSISTANCE SPENDING

BY THE GRACE OF GOD ALMIGHTY

REGENT SUKOHARJO,

- Considering: a. that in order to improve the welfare of the people of Sukoharjo Regency, it is necessary to provide expenditure on grants and social assistance to the community;
- b. that in the context of managing expenditure on grants and social assistance effectively, efficiently, transparently and Accountability needs to regulate procedures for budgeting, implementation and administration, accountability and reporting as well as monitoring and evaluation of expenditure on grants and social assistance;
- c. that with the enactment of Sukoharjo Regency Regional Regulation Number 12 of 2016 concerning the Formation and Composition of Regional Apparatus as amended by Regional Regulation Number 7 of 2022 concerning Amendments to Regional Regulation Number 12 of 2016 concerning the Formation and Composition of Regional Apparatus there is a change in the nomenclature of Regional Apparatus, then the Regulation Sukoharjo Regent Number 13 of 2021 concerning Procedures for Budgeting, Implementation and Administration, Accountability and Reporting as well as Monitoring and Evaluation of Grant and Social Assistance Expenditures as amended by Regent Regulation Number 28 of 2021 concerning Amendments to Sukoharjo Regent Regulation Number 13

In 2021 concerning Procedures for Budgeting, Implementation and Administration, Accountability and Reporting as well as Monitoring and Evaluation of Grant and Social Assistance Expenditures, need to be replaced;

- d. that based on the considerations as intended in letters a, b and c, it is necessary to stipulate a Regent's Regulation concerning Procedures for Budgeting, Implementation and Administration, Accountability and Reporting as well as Monitoring and Evaluation of Grant and Social Assistance Expenditures;

- Bearing in mind: 1. Law Number 13 of 1950 concerning the Establishment of Regency Regions within the Province of Central Java as amended by Law Number 9 of 1965 concerning the Establishment of the Batang II Level Region by amending Law No. 13 of 1950 concerning the Establishment of Regency Regions within the Province of Central Java (State Gazette of 1965 Number 52, Supplement to State Gazette Number 2757);
2. Law Number 28 of 1999 concerning State Administrators who are Clean and Free from Corruption, Collusion and Nepotism (State Gazette of the Republic of Indonesia of 1999 Number 75, Supplement to the State Gazette of the Republic of Indonesia Number 3851) as amended several times, most recently by Law Number 19 of 2019 concerning the Second Amendment to Law Number 30 of 2002 concerning the Corruption Eradication Commission (State Gazette of 2019 Number 197, Supplement to State Gazette Number 6409);
3. Law Number 17 of 2013 concerning Community Organizations (State Gazette of the Republic of Indonesia of 2013 Number 116, Supplement to State Gazette of the Republic of Indonesia Number 5430);
4. Law Number 23 of 2014 concerning Regional Government (State Gazette of the Republic of Indonesia of 2014 Number 244, Additional Gazette Republic of Indonesia Number 5587) as amended several times, most recently by Government Regulation in Lieu of Law Number 2 of 2022 concerning Job Creation (State Gazette of the Republic of Indonesia of 2022 Number 238, Supplement to State Gazette of the Republic of Indonesia Number 6841);
5. Government Regulation Number 57 of 2005 concerning Grants to Regions (State Gazette of the Republic of Indonesia of 2005 Number 139, Supplement to State Gazette of the Republic of Indonesia Number 4577) as amended by Government Regulation Number 2 of 2012 concerning Amendments to Government Regulation Number 57 of 2005 concerning Grants to Regions (State Gazette of the Republic of Indonesia 2012 Number 5, Supplement to State Gazette of the Republic of Indonesia Number 5272);
6. Government Regulation Number 12 of 2019 concerning Regional Financial Management (State Gazette of the Republic of Indonesia of 2019 Number 42, Supplement to State Gazette of the Republic of Indonesia Number 6322);

7. Presidential Regulation Number 16 of 2018 concerning Procurement of Government Goods/Services (State Gazette of the Republic of Indonesia of 2018 Number 33) as amended by Presidential Regulation Number 12 of 2021 concerning Amendments to Presidential Regulation Number 16 of 2018 concerning Procurement of Government Goods/Services (State Gazette of the Republic of Indonesia 2021 Number 63);
8. Regulation of the Minister of Home Affairs Number 32 of 2011 concerning Guidelines for Providing Grants and Social Assistance Sourced from Regional Revenue and Expenditure Budgets (State Gazette of the Republic of Indonesia of 2011 Number 450) as amended several times, most recently by Regulation of the Minister of Home Affairs Number 14 of 2016 concerning the Second Amendment to the Regulation of the Minister of Home Affairs Number 32 of 2011 concerning Guidelines for Providing Grants and Social Assistance originating from the Regional Revenue and Expenditure Budget (State Gazette of the Republic of Indonesia of 2016 Number 541);
9. Minister of Home Affairs Regulation Number 77 of 2020 concerning Technical Guidelines for Regional Financial Management (State Gazette of the Republic of Indonesia of 2020 Number 1781);
10. Sukoharjo Regency Regional Regulation Number 12 of 2016 concerning the Formation and Structure of Regional Apparatus (Sukoharjo Regency Regional Gazette of 2016 Number 12, Supplement to Sukoharjo Regency Regional Gazette Number 236) as amended by Regional Regulation Number 7 of 2022 concerning Amendments to Regional Regulation Number 12 of 2016 concerning the Formation and Structure of Regional Apparatus (Sukoharjo Regency Regional Gazette of 2022 Number 7, Supplement to Sukoharjo Regency Regional Gazette Number 307);
11. Sukoharjo Regency Regional Regulation Number 7 of 2021 concerning Regional Financial Management (Sukoharjo Regency Regional Gazette of 2021 Number 7, Supplement to Sukoharjo Regency Regional Gazette Number 300);

DECIDE:

To stipulate: REGENT REGULATIONS CONCERNING BUDGET PROCEDURES,
IMPLEMENTATION AND ADMINISTRATION, ACCOUNTABILITY AND
REPORTING AS WELL AS MONITORING AND EVALUATION OF GRANT
AND EXPENDITURE
SOCIAL ASSISTANCE.

PIG

GENERAL REQUIREMENTS

article 1

In this Regent's Regulation what is meant by:

1. The region is Sukoharjo Regency.
2. Regional Government is the Regent as the organizing element of the Regional Government which leads the implementation of government affairs which fall under the authority of the autonomous region.
3. The Regent is the Regent of Sukoharjo.
4. The next Regional Ralryat Representative Council abbreviated as DPRD is a regional people's representative institution whose position is as an organizing element of regional government.
5. Regional Apparatus is the supporting element of the Regent and the Regional People's Representative Council in the implementation of Government Affairs which fall under the authority of the Region.
6. Regional Financial, Revenue and Asset Management Agency, hereinafter abbreviated to BPKPAD, is the Regional Financial, Revenue and Asset Management Agency of Sukoharjo Regency.
7. Regional Revenue and Expenditure Budget, hereinafter abbreviated as APBD, is the annual financial plan of the Regional Government which is discussed and approved jointly by the Regional Government and the Regional People's Representative Council and stipulated in a Regional Regulation.
8. APBD General Policy, hereinafter abbreviated as KUA, is a document containing policies in the areas of income, expenditure and financing as well as the underlying assumptions for a period of one year.
9. Temporary Budget Priorities and Ceilings or PPAS are draft priority programs and benchmark maximum budget limits given to Regional Apparatus for each program as a reference in preparing the Work Plan and Budget for Regional Apparatus before being agreed with the DPRD.
10. Budget Users are officials holding authority for the budget to carry out the main tasks and functions of the Regional Apparatus they lead.

11. Technical Implementation Officer for the next activity abbreviated as PPTK is an official in a Regional Apparatus Unit who carries out 1 (one) or several activities of a program in accordance with their field of duties.
12. Regional Apparatus Financial Administration Officials, hereinafter abbreviated as PPK, are officials who carry out financial administration functions in PD
Regional Apparatus. —
13. The Expenditure Treasurer is an appointed official receive, store, pay, administer and account for money for Regional Expenditure purposes in the context of implementing the APBD in Regional Apparatus.
14. Regional Apparatus Budget Implementation Document, hereinafter abbreviated as DPA-PD, is a document containing the income and expenditure of Regional Apparatus or a document containing income, expenditure and financing of Regional Apparatus which carries out the function of regional general treasurer which is used as a basis for budget implementation by budget users.
15. Direct Payment Request Letter, hereinafter abbreviated as SPP-LS, is a document submitted by the Expenditure Treasurer to request direct payment.
16. Fund Disbursement Order, hereinafter abbreviated as SP2D, is a document used as a basis for disbursement of funds issued by the Proxy of the Regional General Treasurer based on a Payment Order.
17. Payment Request Letter, hereinafter abbreviated as SPM, is a document issued by the Budget User/Authorized Budget User for the issuance of SP2D at the expense of DPA-PD expenditure or Regional Apparatus Budget Implementation Change Document (DPPA-PD).
18. Grants are the provision of money/goods or services from the Regional Government to the central government or other regional governments, state-owned enterprises/regional-owned enterprises, bodies, institutions and social organizations that are Indonesian legal entities, whose purpose has been specifically determined, in nature not mandatory and not binding, and not continuously aimed at supporting the implementation of Regional Government affairs.
19. State-Owned Enterprises, hereinafter abbreviated to BUMN, are business entities whose capital is wholly or largely owned by the state through direct participation originating from separated state assets.

20. Regionally Owned Enterprises, hereinafter abbreviated to BUMD, are business entities whose capital is wholly or largely owned by the Region through direct participation originating from separated Regional assets.
21. Regional Grant Agreement Text, hereinafter abbreviated as NPHD, is a grant agreement text originating from the APBD between the Regional Government and the grant recipient.
22. Social Assistance is the provision of assistance in the form of money/goods from the Regional Government to individuals, families, groups and/or communities on a non-continuous and selective basis with the aim of protecting against possible social risks.
23. Social Risk is an incident or incident that can give rise to the potential for social vulnerability borne by individuals, families, groups and/or communities as a result of social crises, economic crises, political crises, natural phenomena and natural disasters that if social assistance is not provided will become increasingly worse and unable to live in normal conditions.
24. Community Organizations are organizations formed by community members who are citizens of the Republic of Indonesia voluntarily on the basis of similarities in activities, profession, function, religion and belief in God Almighty, to participate in development in order to achieve national goals within the framework of the Unitary State The Republic of Indonesia, which is based on Pancasila, is a national non-governmental organization formed based on statutory provisions.
25. Community Group is a group of community members who, with their own awareness and desire, join to carry out a joint activity.
26. Vertical Agencies are government institutions which are branches of central ministries located in the Regions.
27. An entity is a group of people and/or capital which constitutes a unit, whether carrying out business or not carrying out business, which includes limited liability companies, limited liability companies, other companies, state-owned enterprises or regionally-owned enterprises with any name and in whatever form. , firms, kongsi, cooperatives, pension funds, alliances, associations, foundations, mass organizations, socio-political organizations, or other organizations, institutions and other forms of bodies including collective investment contracts and permanent business forms.

28. An institution is an institution or institution in which there is a set of relationships, norms, values and beliefs that are real and centered on various social needs as well as a series of important and recurring actions.
29. Rukun Tetangga, hereinafter abbreviated as RT, is an institution formed through deliberation of the local community for the purpose of providing services government and community affairs determined by the Lurah/Village Head.
30. Rukun Warga, hereinafter abbreviated to RW, is an institution formed through deliberation of RT administrators in their work area determined by the Village Head/Village Head.
31. The Regional Government Budget Team, hereinafter abbreviated as TAPD, is the Sukoharjo Regency Regional Government Budget Team.
32. Cost Budget Plan, hereinafter abbreviated as RAB, is an estimate of the costs required for each development work or construction project.

CHAPTER II

SCOPE

Section 2

The scope of this Regent's Regulation includes grants and Social Assistance.

Article 3

- (1) Grants as intended in Article 2 can be in the form of money, goods or services.
- (2) Social assistance as intended in Article 2 can be in the form of money or goods.

CHAPTER III

GRANT

Part One

General

Article 4

- (1) Regional Governments can provide Grants as intended in Article 3 paragraph (2) to:
- a. Central government;
 - b. other local governments;
 - c. BUMN or BUMD; and/or
 - d. Bodies, Institutions and Community Organizations that are Indonesian legal entities.
- (2) The granting of grants as intended in paragraph (1) is carried out after prioritizing the fulfillment of expenditure on mandatory matters and expenditure on optional matters.

- (3) The provision of grants as intended in paragraph (1) is intended to support the achievement of Regional Government program targets and activities pay attention to the principles of justice, propriety, rationality and benefits for society.
- (4) Grants as referred to in paragraph (1) meet the criteria of at least:
- a. its specific designation has been determined;
 - b. is not mandatory, not binding and not continuous every fiscal year except:
 1. to the central government in order to support the implementation of regional government for urgent needs in accordance with the provisions of statutory regulations; and/or
 2. determined otherwise by statutory regulations.
 - c. provide value benefits to Regional Governments in supporting the implementation of government, development and community functions; And
 - d. meet the requirements for grant recipients.

Article 5

- (1) Grants to the central government as intended in Article 4 paragraph (1) letter a are given to work units from ministries/non-ministerial government institutions whose work areas are within the Region.
- (2) Grants to other regional governments as intended in Article 4 paragraph (1) letter b are given to new autonomous regions resulting from regional expansion as mandated by statutory regulations.
- (3) Grants to BUMN as intended in Article 4 paragraph (1) letter c are given in the context of continuing to improve services to the community in accordance with the provisions of statutory regulations.
- (4) Grants to BUMD as intended in Article 4 paragraph (1) letter c are given in order to continue the Grants received by the Regional Government from the central government in accordance with statutory provisions.
- (5) Grants to Agencies and Institutions as intended in Article 4 paragraph (1) letter d are given to Agencies and Institutions:
- a. which are non-profit, voluntary and social which are formed based on statutory regulations;

- b. those which are non-profit, voluntary and social which have a Registered Certificate issued by the Minister of Home Affairs, Governor or Regent;
- c. non-profit, voluntary and social in nature in the form of community groups/
the unity of the customary law community as long as it is still alive and in accordance with community development, and its existence is recognized by the central government and/or regional government
through validation or determination from the head of the Vertical Agency or the head of the Regional Apparatus in accordance with its authority;
- d. through ratification or determination from the head of the Vertical Agency or head of the Regional Apparatus related to their authority; or
- e. Cooperatives that are established based on the provisions of statutory regulations and meet the criteria set by the Regional Government in accordance with their authority.

(6) Grants to Community Organizations that are Indonesian legal entities as intended in Article 4 paragraph (1) letter d are given to Community Organizations that are legal entities

Foundations or Community Organizations which are legal entities as associations that have received legal entity approval from the ministry in charge of legal affairs and human rights in accordance with statutory regulations.

Article 6

(1) Grants to Agencies and Institutions as intended in Article 5 paragraph (5) are given with the minimum requirements:

- a. has management in the area of domicile; b. have domicile information from the local village head/head or other designation; c. domiciled in the administrative area of the Regional Government and/or agencies and institutions
located outside the administrative area of the Regional Government to support the achievement of program targets and activities of the Grant-giving Regional Government; And
- d. Specifically, grants to livestock groups must be registered in the Agricultural Extension Management Information System as proven by a Certificate of Registration issued by

Head of the Agriculture and Fisheries Service.

(2) Grants to Community Organizations as intended in Article 5 paragraph (6) are given with the minimum requirements:

- a. domiciled in the Regional Government area; administration
And
- b. has a permanent secretariat in the Region.

The second part

Budgeting

Article 7

(1) Central government, other regional governments, BUMN, BUMD, and/or Agencies, and Institutions and Community Organizations that are Indonesian legal entities can submit a Grant proposal in writing to the Regent through the relevant Regional Apparatus in the form of a proposal containing at least:

- a. a letter of application signed by the head of the Community Group or other name for the potential recipient of assistance, especially for Community Groups and/or Community Organizations at the RT level, known to the Head of the RT, Head of the RW, Head of the Village/Lurah and local Subdistrict Head;
- b. aid use plan;
- c. board of Management; And
- d. statement letter of never receiving assistance from the previous year's APBD, unless otherwise regulated separately by statutory regulations.

(2) The Regent appoints the relevant Regional Apparatus to evaluate the proposal as intended in paragraph (1), namely:

- a. Grants for the central government and other regional governments, Community Organizations based on similarities in activities, national non-governmental organizations formed based on statutory provisions, Community Organizations based on similarities in profession, function, religion and belief in God Almighty by the National Unity Agency and Political;
- b. Grants to Community Groups in the field of education and culture by the Education Office and Culture;
- c. Grants to Community Groups in the agricultural sector by the Department of Agriculture and Fisheries;
- d. Grants to Community Groups in the health sector by the Health Service;

- e. Grants to Community Groups in the field of non-professional sports and tourism by the Department of Youth, Sports and Tourism; And
 - f. Grants in the form of assistance from central/provincial government activities and regional apparatus which are not yet listed in the fields mentioned above are adjusted to the main tasks and functions of the relevant Regional Apparatus.
- (3) The Head of the relevant Regional Apparatus as intended in paragraph (2) evaluates the completeness and correctness as well as conformity to existing provisions based on proposals from potential aid recipients and submits the results in the form of recommendations to the Regent via TAPD.
- (4) TAPD provides consideration of the recommendations as intended in paragraph (3) in accordance with Regional financial priorities and capabilities.

Article 8

- (1) Recommendations from the heads of related Regional Apparatus and TAPD considerations as referred to in Article 7 paragraphs (3) and paragraphs (4) are the basis for including Grant budget allocations in the KUA and PPAS drafts, unless otherwise determined by statutory provisions.
- (2) The inclusion of budget allocations as referred to in paragraph (1), includes grant budgets in the form of money, goods and/or services.
- (3) Recommendation format for Regional Apparatus regarding expenditure on Grants and Social Assistance, as stated in Appendix I which is an inseparable part of this Regent's Regulation.
- (4) The format for TAPD consideration of Grant and Social Assistance expenditure is as stated in Appendix II which is an inseparable part of this Regent's Regulation.

Article 9

- (1) The grant as intended in Article 3 paragraph (1) is included in the Work Plan and Budget of the Regional Apparatus (RKA-Related Regional Apparatus).
- (2) RKA-Related Regional Apparatus as intended in paragraph (1) is the basis for grant budgeting in the APBD in accordance with statutory regulations.

Article 10

- (1) The Regent determines the list of recipient names, recipient addresses and the amount of the Grant by Regent's Decree.
- (2) List of recipient names, recipient addresses and amounts as intended in paragraph (1) based on Regional Regulations concerning APBD and Regent Regulations concerning Explanation of APBD.

Part Three

Implementation and Administration

Article 11

Implementation of the grant budget in the form of money or goods is based on DPA-PD and/or DPPA-PD.

Article 12

- (1) Every grant given is stated in the NPHD which is jointly signed by the Regent and the recipient grant.
- (2) NPHD as intended in paragraph (1) at least contains provisions regarding:
 - a. grant givers and recipients;
 - b. purpose of granting;
 - c. amount/details of the intended use of the Grant accepted;
 - d. rights and obligations;
 - e. procedures for distributing/delivering grants; And
 - f. Grant reporting procedures.
- (3) The Regent can appoint officials who are authorized to sign the NPHD, namely Regional Apparatus related as intended in Article 7 paragraph (2).

Article 13

- (1) The Regent determines the list of grant recipients along with the amount of money or types of goods or services to be granted by Regent's Decree based on Regional Regulations regarding APBD and Regent Regulations regarding the Explanation of the APBD.
- (2) The list of Grant recipients as intended in paragraph (1) is the basis for distribution/delivery of Grants.
- (3) Distribution/delivery of Grants from the Regional Government to Grant recipients is carried out after signing the NPHD.

(4) Disbursement of Grants in the form of money is carried out by direct payment (LS), with the following mechanism:

- a. Based on the Regent's Decree regarding Grant Provision, Grant recipients are at the RT level submit a request for disbursement of funds to the Regent cq. The Head of the relevant Regional Apparatus as the Budget User who is known to the Head of the RT, Head of the RW, Head of the Village/Lurah, Head of the Subdistrict with the following attached:
 1. plan for the use of assistance, for physical assistance, complete with pictures and RAB;
 2. physical assistance as referred to in number 1 is less than Rp. 50,000,000.00 (fifty million rupiah) WED known to the local sub-district head;
 3. physical assistance as referred to in number 1 in the amount of IDR 50,000,000.00 (fifty million rupiah) or more, the drawings and RAB are known to the Head of the Human Settlement Division at the Public Works and Spatial Planning Service;
 4. photo of the 0% (zero percent) condition for the location being rehabilitated/built (if the assistance is physical);
 5. composition of the management of the aid recipient organization;
 6. NPHD of each grant recipient;
 7. proof of payment (D.XII.G);
 8. photocopy of book/proof of bank account at the bank appointed by the Regional Government in the name of the Grant recipient;
 9. photocopy of the National Identity Card (KTP) Grant recipient;
 10. Minutes of Grant Handover from the Head of the relevant Regional Apparatus or related Section as the First Party to the Grant recipient as the second party;
 11. Photocopy of the letter that has been registered with the Ministry of Law and Human Rights, or a letter of determination from the relevant authorized regional apparatus;
 12. Letter of ~~responsibility~~ ~~report~~ ~~from~~ ~~an~~ ~~absolute~~ ~~representative~~ ~~the~~ ~~Grant~~ ~~recipient~~ stating that the Grant received will be used according to plan, stamped with IDR 10,000.00 (ten thousand rupiah);
And
 13. Application file for disbursement of Grant expenditure made in 3 (three) copies.

- b. The relevant PPTK-Regional Apparatus conducted research on the application completeness files as follows:
 - 1. examine in detail the application attachments;
 - 2. check the recipient's name, address, description of assistance and budget amount in accordance with the Regent's Decree regarding the grant;
 - 3. In the event that the request for disbursement does not meet the requirements, the Head of the relevant Regional Apparatus orders the Grant recipient to complete and/or correct it; And
 - 4. After the application for disbursement is examined and declared to meet the requirements and is complete, the relevant Regional Apparatus PPTK submits the application file to the Expenditure Treasurer which has been stamped "Has been researched by the relevant PPTK-Regional Apparatus".
 - c. The Head of the relevant Regional Apparatus orders the Expenditure Treasurer to make SPP-LS to Budget Users through PPK-Regional Apparatus;
 - d. PPK-Regional Apparatus examines the completeness of the SPP-LS along with administrative requirements in accordance with applicable regulations, and after being declared complete and correct, prepares the SPM-LS to be submitted to the Budget User for signature;
 - e. SPM is submitted to the Proxy of the Regional General Treasurer at BPKPAD to be issued SP2D;
 - f. The authority of the Regional General Treasurer sends SP2D to the bank appointed by the Regional Government; And
 - g. Bank appointed by the Regional Government transfer from the Regional General Treasury Account to each Grant recipient.
- (5) If the budget year concerns Grant expenditure is not disbursed, it cannot be launched in the following fiscal year.

Article 14

Procurement of goods and services in the context of grants as intended in Article 3 paragraph (1) is guided by statutory regulations.

Part Four
Reporting and Accountability

Article 15

- (1) Recipients of grants in the form of money are required to submit a grant accountability report to the Regent Cq. Head of relevant Regional Apparatus.
- (2) The relevant Regional Apparatus receives accountability reports from Grant recipients.

Article 16

Regional Government responsibility for granting grants includes:

- a. proposals from prospective grant recipients to the Regent;
- b. Regent's decision regarding determination of recipient list Grant;
- c. NPHD;
- d. an integrity pact from the Grant recipient stating that the Grant received is used according to plan; And
- e. proof of money transfer for giving a grant in the form of money or proof of handover of goods/services for giving a grant in the form of goods/services.

Article 17

- (1) For Grant recipients in the APBD Determination Budget, activities are carried out no later than 3 (three) months after the funds are received by the Grant recipient, except for operational costs, not later than the relevant budget year.
- (2) For grant recipients in the Revised APBD Budget, activities will be carried out no later than the end of the relevant budget year.

Article 18

- (1) Grant recipients are formally and materially responsible for the use of the Grants they receive.
- (2) The responsibilities of Grant recipients include:
 - a. Grant usage report;
 - b. statement of responsibility stating that the grant received has been used according to plan; And
 - c. complete and valid proof of expenditure in accordance with statutory provisions for grant recipients in the form of money or a copy of proof of handover of goods/services for grant recipients in the form of goods/services.

- (3) Grant accountability as intended in paragraph (2) in the APBD must be submitted to the Regent Cq. The Head of the relevant Regional Apparatus with a copy of the Regional Inspector no later than 1 (one) month after the activity is completed, except for grants for operational costs not exceeding the relevant budget year.
- (4) Grant accountability as intended in paragraph (2) in the APBD Amendment must be submitted to the Regent Cq. The Head of Regional Apparatus related to the Regional Inspector's copy no later than January 10 of the following year.

Article 19

- (1) Grant recipients who violate the provisions as intended in Article 18 paragraphs (3) and (4) are subject to administrative sanctions in the form of a written warning.
- (2) Written warnings as intended in paragraph (1) are regulated consists of :
 - a. first warning, with a period of 15 (fifteen) calendar days.
 - b. if the first warning is as intended if letter a is not heeded, then a second warning will be given, with a period of 10 (ten) calendar days; And
 - c. If the second warning as intended in letter b is not heeded, a warning will be given third, with a period of 5 (five) calendar days.
- (3) If by the third warning as referred to in paragraph (2) letter c the Grant recipient has not submitted an accountability report, the Head of the Relevant Regional Apparatus reports it to the Regent with a copy to the Regional Inspector for inspection.
- (4) Based on the results of the inspection as intended in paragraph (3), the Grant recipient does not send accountability report in accordance with the proposals in the proposal, Grant recipients will not be given Grants for the next 3 (three) budget years.

Article 20

- (1) Grant realization is included in the Regional Government's financial report in the relevant budget year.
- (2) Grants in the form of goods that have not been handed over to the Grant recipient until the end of the relevant fiscal year are reported as inventory in the balance sheet.
- (3) Format of Application for Disbursement and accountability for Grant expenditure as stated in Attachment III which is an inseparable part of this Regent's Regulation.

CHAPTER IV
SOCIAL ASSISTANCE

Part One
General

Article 21

- (1) Regional Government can provide Social Assistance as intended in Article 3 paragraph (2) to Community members/ Groups according to the Regional financial capacity.
- (2) Social Assistance expenditure is budgeted in the APBD in accordance with the Regional financial capacity after prioritizing expenditure on mandatory government affairs and optional government affairs, unless otherwise determined in accordance with the provisions of statutory regulations.

Article 22

Community members/groups as intended in Article 21 paragraph (1) include:

- a. individuals, families, groups and/or communities experiencing Social Risk; And
- b. non-governmental institutions in the fields of education, religion and other fields whose role is to protect individuals, groups and/or communities from possible social risks.

Article 23

- (1) Social Assistance in the form of money to individuals, families, groups and/or communities as referred to in Article 22 letter a, consists of Social Assistance to individuals and/or families.
- (2) Social Assistance as referred to in paragraph (1) is allocated to individuals, families, groups and/or communities whose names, recipient addresses and amounts are clear when preparing the APBD.
- (3) Social Assistance as intended in paragraph (1) is based on proposals from prospective recipients and/or on proposals from the Head of Regional Apparatus.
- (4) The ceiling amount proposed by the Head of Regional Apparatus as referred to in paragraph (3) is a maximum of 50% (fifty percent) of the Social Assistance ceiling based on proposals from prospective recipients.

Article 24

- (1) Provision of Social Assistance as intended in Article 21 paragraph (1) meets the following criteria:
 - a. selective;
 - b. meet the requirements for aid recipients;

- c. is temporary and not continuous, unless in certain circumstances it can be continuous; And
 - d. according to intended use.
- (2) The selective criteria as intended in paragraph (1) letter a mean that Social Assistance is only given to prospective recipients who are intended for protect from possible Social Risks.
 - (3) The criteria for requirements for aid recipients as referred to in paragraph (1) letter b include:
 - a. have a clear identity; And
 - b. domiciled in the Region.
 - (4) The temporary and non-continuous criteria as intended in paragraph (1) letter c means that the provision of Social Assistance is not mandatory and does not have to be given every fiscal year.
 - (5) Certain conditions can be sustainable as referred to in paragraph (1) letter c meaning that Social Assistance can be provided every fiscal year up to aid recipients have been free from social risks.
 - (6) Criteria according to the intended use as intended in paragraph (1) letter d include:
 - a. social rehabilitation;
 - b. social protection;
 - c. social empowerment;
 - d. social Security;
 - e. poverty alleviation; And
 - f. disaster management.

Article 25

- (1) Social rehabilitation as intended in Article 24 paragraph (6) letter a is aimed at restoring and developing the ability of a person experiencing social dysfunction so that they can carry out their social functions properly.
- (2) Social protection as intended in Article 24 paragraph (6) letter b is aimed at preventing and managing risks from social shocks and vulnerabilities for individuals, families and community groups so that their survival can be met in accordance with minimum basic needs.
- (3) Social empowerment as intended in Article 24 paragraph (6) letter c is aimed at making a person or group of people who experience social problems have power, so they are able to fulfill their basic needs.
- (4) Social security as intended in Article 24 paragraph (6) letter d is an institutionalized scheme to ensure that aid recipients can fulfill their basic needs for a decent life.

- (5) Poverty alleviation as intended in Article 24 paragraph (6) letter e is a policy, program and activity carried out on people,

families, community groups who do not have or have a source of livelihood and cannot meet their adequate needs

humanity.

- (6) Disaster management as intended in Article 24 paragraph (6) letter f is aimed at rehabilitation.

Article 26

- (1) Social Assistance can be in the form of money or goods received directly by the Social Assistance recipient.
- (2) Social assistance in the form of money as referred to in paragraph (1) is money given directly to recipients such as foundations that manage orphans, individuals, families, the elderly, neglected, severely disabled and health benefits for the sons and daughters of heroes who are incapacitated.
- (3) Social assistance in the form of goods as intended in paragraph (1) is goods given directly to aid recipients in accordance with the provisions of statutory regulations.

The second part

Budgeting

Article 27

- (1) Community social assistance as intended in Article 22 letter a which is in the nature of community groups/organizations submits a written proposal to the Regent in the form of a proposal containing at least:
- a. application letter signed by the chairman
Community groups who are potential recipients of aid are known to the Head of the RT, RW, Head of the Village/Lurah and local Subdistrict Head;
 - b. aid use plan; And
 - c. board of Management.
- (2) Social assistance to individuals/families as referred to in Article 22 letter a, by submitting a written proposal to the Regent in the form of a letter of application signed by the prospective aid recipient, is acknowledged by the Head of the RT, RW, Head of the Village/Lurah and local Sub-District Head.

- (3) Social assistance to non-governmental institutions is submitted by the chairman of the non-governmental institution who is a potential aid recipient through the relevant regional apparatus, in the form of a proposal containing:
- a. a letter of application signed by the Head of the Non-Governmental Organization of the prospective aid recipient, acknowledged by the Head of the RT, RW, Head of the Village/Lurah and local Subdistrict Head;
 - b. aid use plan; And
 - c. board of Management.
- (4) The Regent appoints the relevant Regional Apparatus to evaluate the written proposal for Social Assistance as intended in paragraph (1) and paragraph (2), namely:
- a. Social Assistance for individuals/families and/or community by the Social Service;
 - b. Social Assistance for disaster management by the Regional Disaster Management Agency; And
 - c. Social assistance in the form of assistance from central/provincial government activities and Regional Apparatus that are not yet listed as referred to in letters a and b are adjusted to the duties and functions of the relevant Regional Apparatus.
- (5) The Head of the relevant Regional Apparatus as intended in paragraph (3) submits the evaluation results in the form of recommendations to the Regent via TAPD.
- (6) TAPD provides consideration of the recommendations as intended in paragraph (4) in accordance with the priorities and financial capabilities of the Region.

Article 28

- (1) Recommendations from the head of Regional Apparatus and TAPD considerations as referred to in Article 27 paragraphs (5) and paragraphs (6) are the basis for including Social Assistance budget allocations in the KUA and PPAS drafts, unless otherwise determined by statutory regulations.
- (2) The inclusion of budget allocations as intended in paragraph (1), includes the social assistance budget in the form of money and/or goods.

Article 29

- (1) Social Assistance in the form of money and/or goods is included in the RKA-Regional Apparatus.
- (2) RKA-Regional Apparatus as referred to in paragraph (1) is the basis for Social Assistance budgeting in the APBD in accordance with the provisions of statutory regulations.

Article 30

- (1) Social Assistance shopping objects and details of Social Assistance shopping objects as referred to in paragraph (1) include:
 - a. individual and/or family;
 - b. public; And
 - c. non-governmental institutions.
- (2) Social Assistance in the form of money and/or goods is budgeted in operational expenditure groups which are formulated into programs and activities, which are described into types of expenditure on goods and services, objects of Social Assistance expenditure on goods and details of social assistance expenditure objects on goods handed over to parties. third/community in Regional Apparatus.

Part Three

Implementation and Administration

Article 31

Implementation of the Social Assistance budget in the form of money, goods or services based on DPA-PD.

Article 32

- (1) The Regent determines the list of recipients and the amount of Social Assistance with the Regent's Decree based on the Regional Regulation on the APBD and the Regent's Regulation on the Elaboration of the APBD.
- (2) The distribution and/or delivery of social assistance is based on the list of Social Assistance recipients listed in the Regent's Decree as referred to in paragraph (1).
- (3) Disbursement of Social Assistance in the form of money is carried out by direct payment (LS), with the following mechanism:
 - a. Based on the Regent's Decree regarding the provision of Social Assistance to individuals, families and/or communities as well as non-governmental institutions in the regions, Social Assistance recipients submit requests for disbursement of funds to the Regent cq.
The Head of the relevant Regional Apparatus as the Budget User who is known by the Head of the RT, Head of the RW, Head of the Village/Lurah, Subdistrict Head through the relevant Regional Apparatus, attached with:
 1. plan for the use of assistance, for physical assistance, complete with pictures and RAB;
 2. a letter of application signed by the head of the non-governmental organization prospective recipient of aid, known to the Head of the RT, RW, Head of the Village/Lurah and local Subdistrict Head;

3. physical assistance as referred to in number 1 in the amount of IDR 50,000,000.00 (fifty million rupiah) or more, the drawings and RAB are known to the Public Works and Spatial Planning Service;
 4. photo of the 0% (zero percent) condition for the location being rehabilitated/built (if the assistance is physical);
 5. composition of the management of the aid recipient organization;
 6. proof of payment (D.XII.G);
 7. photocopy of the bank account book at the bank appointed by the Regional Government in the name of the aid recipient;
 8. photocopy of KTP of aid recipient;
 9. letter of responsibility and an absolute statement/integrity pact recipient stating that the aid received is used for purposes in accordance with the planned use of the aid, stamped with IDR 10,000.00 (ten thousand rupiah); And
10. Application files for disbursement of social assistance are made in 3 (three) copies.
- b. The relevant PPTK-Regional Apparatus conducted research on the application completeness files as follows:
 1. examine in detail the application attachments;
 2. check the recipient's name, address, description of the aid and budget amount in accordance with the regent's decision regarding the provision of aid;
 3. In the event that the application for disbursement does not meet the requirements, the head of the Regional Apparatus related to ordering aid recipients to complete and/or repair; And
 4. After the application for disbursement has been examined and declared to meet the requirements and is complete, the relevant Regional Apparatus PPTK affixes it stamp/stamp "Has been researched by the relevant PPTK-Regional Apparatus"
 - c. the head of the relevant Regional Apparatus orders the Expenditure Treasurer to make SPP-LS to Budget Users via PPK;
 - d. The relevant PPK-Regional Apparatus examines the completeness of the SPP-LS along with administrative requirements in accordance with applicable regulations. e. Once declared complete and correct, prepare the SPM-LS to be submitted to the Budget User for signature.
 - f. SPM is submitted to the Proxy of the Regional General Treasurer at BPKPAD to be issued SP2D;
 - g. The Regional General Treasurer's authority sends the SP2D along with a list of examiners to the bank appointed by the Regional Government; And

h. bank appointed by the Regional Government transfer from RKUD to each Social Assistance recipient according to the list contained in the SP2D attachment.

- (4) In the event that Social Assistance is not disbursed by the end of the year, the Social Assistance cannot be released in the following fiscal year.

Part Four
Reporting and Accountability

Article 33

- (1) For recipients of Social Assistance in the APBD Determination Budget, activities are carried out no later than the latest _____ 3 (three) months after the funds are received by the Social Assistance recipient, except for operational costs, not exceeding the relevant budget year.
- (2) For recipients of Social Assistance in the Revised APBD Budget, activities will be carried out no later than the end of the relevant budget year.

Article 34

- (1) For recipients of Social Assistance in the APBD Determination Budget, activities are carried out no later than 3 (three) months after the funds are received by the recipient of Social Assistance, except for operational costs, not later than the relevant budget year.
- (2) For recipients of Social Assistance in the Revised APBD Budget, activities will be carried out no later than the end of the relevant budget year.
- (3) Recipients of Social Assistance in the form of money submit a report on the use of Social Assistance to the Regent Cq. Head of relevant Regional Apparatus.
- (4) Relevant Regional Apparatus receives accountability reports from Social Assistance recipients.
- (5) Recipients of Social Assistance in the form of goods submit a report on the use of Social Assistance to the Regent Cq. head of the relevant Regional Apparatus.

Article 35

- (1) Social Assistance recipients are formally and materially responsible for the use of the Social Assistance they receive.
- (2) The responsibilities of social assistance recipients include:
- a. reports on the use of Social Assistance by Social Assistance recipients;
 - b. statement of responsibility stating that the Social Assistance received has been used according to plan;
 - c. photo of 100% (one hundred percent) condition for physical assistance; And

- d. complete and valid proof of expenditure in accordance with statutory provisions for recipients of Social Assistance in the form of money or a copy of proof of handover of goods for recipients of Social Assistance in the form of goods.
- (3) Accountability as intended in paragraph (2) must be submitted to the Regent Cq. head Related Regional Apparatus with a copy of the Regional Inspector no later than 1 (one) month after the activity is completed, except for Social Assistance for operational costs not exceeding the relevant budget year.
- (4) Accountability for Social Assistance as referred to in paragraph (2) in the APBD Amendment must be submitted to the Regent Cq. The Head of Regional Apparatus related to the Regional Inspector's copy no later than January 10 of the following year.

Article 36

- (1) Recipients of Social Assistance, if they have not submitted an accountability report as intended in Article 35 paragraph (3) and paragraph (4), the Regent through the Relevant Regional Apparatus will carry out Administrative sanctions in the form of a written warning.
- (2) Written warnings as intended in paragraph (1) are regulated as follows :
 - a. first warning letter, with a period of 15 (fifteen) calendar days;
 - b. if the first warning letter as intended in letter a is not heeded, a second warning letter will be given, with a period of 10 (ten) calendar days; And
 - c. If the second warning letter as intended in letter b is not heeded, a third warning letter will be given, with a period of 5 (five) calendar days.
- (3) If the third warning as intended in paragraph (2) letter c receives Social Assistance has not sent an accountability report, the Head of the Relevant Regional Apparatus reports to the Regent with a copy to the Regional Inspector for inspection.
- (4) Based on the results of the examination as intended in paragraph (4) if the recipient of Social Assistance does not send an accountability report in accordance with the proposal in the proposal, the Grant recipient will not be given a Grant for the next 3 (three) budget years.

Article 37

- (1) The realization of Social Assistance is included in the Regional Government's financial report in the relevant budget year.
- (2) Social Assistance in the form of goods that have not been handed over to Social Assistance recipients until the end of the relevant budget year is reported as inventory in the balance sheet.
- (3) Format for disbursement and accountability of social assistance as stated in Appendix IV which is an inseparable part of this Regent's Regulation.

CHAPTER V

DUTIES AND RESPONSIBILITIES OF THE GRANT RECIPIENT AND
SOCIAL ASSISTANCE

Article 38

Recipients of Grants and Social Assistance have the following duties and responsibilities:

- a. submit an application accompanied by an activity proposal to the Regent through the head of the relevant Regional Apparatus as intended in Article 8 paragraph (2) and Article 27 paragraph (4);
- b. receive funds in cash or via transfer from person in charge of technical and/or Regional treasury, the implementation of which is carried out in accordance with the provisions of statutory regulations;
- c. take full responsibility both formally and materially for the assistance they receive;
- d. use Social Assistance funds and financial assistance in accordance with the designations stipulated in the Regent's Decree; And
- e. submit an accountability report on the use of Grants and/or Social Assistance to the Regent Cq. Head of relevant Regional Apparatus.

CHAPTER VI
MONITORING AND EVALUATION

Article 39

- (1) The relevant Regional Apparatus as intended in Article 8 paragraph (2) and Article 27 paragraph (4) carries out monitoring and evaluation of the provision of Grants and Social Assistance.
- (2) The results of monitoring and evaluation as intended in paragraph (1) are submitted to the Regent with a copy to the Regional Inspectorate.

Article 40

In the event that the results of monitoring and evaluation as intended in Article 39 paragraph (2) show that the use of Grants and Social Assistance is not in accordance with the approved proposal, it is the full responsibility of the recipient of the Grant and Social Assistance.

CHAPTER VII
CLOSING

Article 41

When this Regent's Regulation comes into force, Sukoharjo Regent's Regulation Number 13 of 2021 concerning Administration Procedures, Budgeting, Implementation And Accountability and Reporting as well as Monitoring and Evaluation of Grant and Social Assistance Expenditures (Sukoharjo Regency Regional Gazette 2021 Number 14) as amended by Regent Regulation Number 28 of 2021 concerning Amendments to Regent Regulation Number 13 of 2021 concerning Budgeting Procedures, Implementation

and Administration, Accountability and Reporting as well as Monitoring and Evaluation of Grant and Social Assistance Expenditures (Regional Gazette of Sukoharjo Regency 2021 Number 29), revoked and declared invalid.

Article 42

This Regent's Regulation comes into force on the date of promulgation.

So that everyone is aware, this Regent's Regulation is ordered to be promulgated by placing it in the Regional Gazette of Sukoharjo Regency.

Stipulated in Sukoharjo on
March 28 2023

REGENT SUKOHARJO,

signed.

ETIK SURYANI

Promulgated in Sukoharjo on
March 28 2023

REGIONAL SECRETARY
SUKOHARJO DISTRICT,

signed.

WIDODO

REGIONAL NEWS SUKOHARJO DISTRICT
YEAR 2023 NUMBER 8

The copy corresponds to the original
HEAD OF LEGAL SECTION,



Ditandatangani secara elektronik oleh :

TEGUH PRAMONO, SH, MH NIP.

Level I Advisor.
19710429 199803 1 003

APPENDIX I
SUKOHARJO REGENCY REGULATIONS
NUMBER YEAR 2023
ABOUT
SYSTEM METHOD BUDGET,
IMPLEMENTATION AND ADMINISTRATION,
ACCOUNTABILITY AND
REPORTING AND MONITORING AND
EVALUATION OF GRANT SPENDING AND
SOCIAL ASSISTANCE

FORMAT OF RECOMMENDATIONS FOR REGIONAL DEVICE RELATED TO
SHOPPING FOR GRANTS AND SOCIAL ASSISTANCE

a. Format for Introduction to Recommendations for Grants and Assistance Expenditures
Social

SKPD LETTER HEAD

Sukoharjo,

Number : 005/ /
Characteristic : Soon.
Attachment : 1 bundle
Regarding : Recommendations for
Providing Grants and Expenditures
Social Assistance

To:
Dear. Mr. Regent of Sukoharjo
Cq. Mr Regional Secretary
Sukoharjo Regency

in
SUKOHARJO

Based on Regent's Regulation Number Year
concerning Procedures for Budgeting, Implementation, Administration,
Accountability and Reporting as well as Monitoring and Evaluation of Subsidy
Expenditures, Grants, Social Assistance and Financial Assistance, that the Head
of the relevant Regional Apparatus carries out the evaluation and submits the
results in the form of recommendations to the Regent through TAPD regarding
proposals for grant assistance/social assistance / Financial assistance that will be
budgeted in the APBD.

In connection with this, we hereby submit recommendations for potential
recipients of grant assistance/social assistance/financial assistance to be budgeted
in the Sukoharjo Regency APBD for Fiscal Year, as for the list

prospective recipients and the amount of aid we recommend as attached. We
also hereby submit a photocopy of the proposal from the potential aid recipients.

So to make a check.

HEAD
SUKOHARJO DISTRICT

XXXXXXXXXX
NIP.....

LIST OF PROPOSED SPENDING FOR GRANTS AND SOCIAL ASSISTANCE

FISCAL YEAR.....

Regional Apparatus

NO.	DESCRIPTION	AMOUNT (Rp.)	EXPLANATION
1	2	3	4
	<i>(fill in name of assistance)</i>	<i>(amount of funds)</i>	<i>(source of funds)</i>

Sukoharjo,
 HEAD
 SUKOHARJO DISTRICT

(.....NAME.....)
 NIP.

REGENT SUKOHARJO,

signed.

ETIK SURYANI

APPENDIX II
SUKOHARJO REGENCY REGULATIONS
NUMBER 8 OF 2023
ABOUT
SYSTEM METHOD BUDGET,
IMPLEMENTATION AND ADMINISTRATION,
ACCOUNTABILITY AND
REPORTING AND MONITORING AND
EVALUATION OF GRANT SPENDING AND
SOCIAL ASSISTANCE

TAPD CONSIDERATION FORMAT ON GRANT AND EXPENDITURE
SOCIAL ASSISTANCE

a. TAPD Consideration Letter Format for Grant Expenditures and
Social Assistance

LETTERHEAD

Sukoharjo,

Number : 005/ /
Characteristic : Soon.
Attachment : 1 bundle
Regarding : Consideration of
recommendations from
relevant Regional Apparatus.

To:
Dear. Mr. Regent of Sukoharjo

in

SUKOHARJO

Based on Sukoharjo Regent's Regulation Number... 2023 concerning
Procedures for Budgeting, Implementation, Administration, Accountability and
Reporting as well as Monitoring and Evaluation of Grant and Social Assistance
Expenditures, the Regional Government Budget Team gives consideration to the
Regent for recommendations from prospective recipients in accordance with
priorities and financial capabilities area.

In connection with this matter, we hereby convey the consideration that
the recommendation from the Head of Sukoharjo Regency
Number: Concerning Recommendations for proposed Grant and Social
Assistance Expenditures, which can be budgeted in the RAPBD for the Fiscal
Year....., the list of potential recipients and the amount of assistance is as
attached.

So please check and ask for guidance.

REGIONAL SECRETARY
SUKOHARJO DISTRICT

.....

b. TAPD Consideration Attachment Format

Attachment to the Letter of the District Regional Secretary. Sukoharjo
Number : 900/ /.....
Date :

LIST OF PROPOSED GRANT AID, SOCIAL AID, FINANCIAL AID
FISCAL YEAR

Regional Apparatus:

PROPOSAL TITLE NO	FORM HELP	BIG HELP (Rp)	RESULTS CONSIDERATION
1	2	3	5

REGIONAL SECRETARY
SUKOHARJO DISTRICT

(real name) _____
NIP.

REGENT SUKOHARJO

signed.

ETIK SURYANI

APPENDIX III
SUKOHARJO REGENCY REGULATIONS
YEAR NUMBER 2023
ABOUT
SYSTEM METHOD BUDGET,
IMPLEMENTATION AND ADMINISTRATION,
ACCOUNTABILITY AND
REPORTING AND MONITORING AND
EVALUATION OF GRANT SPENDING AND
SOCIAL ASSISTANCE

FORMAT OF APPLICATION FOR DISBURSEMENT AND ACCOUNTABILITY
GRANT SHOPPING

a. Format for Introduction to Application for Grant Expenditure Disbursement.

KOP

Number : //
 Attachments: 1 (one) bundle.
 Subject: Grant application

To
 Dear. Mr. Regent of Sukoharjo.
 Cq. Head of relevant Regional Apparatus
 Sukoharjo Regency.
 in
SUKOHARJO

Based on Decision Regent Sukoharjo
 Number date regarding the Provision of Grants
 throughout Sukoharjo Regency for the Fiscal Year, hereby we propose
 Disbursement of Grant Expenditures
 amounting to Rp. (..
 with letters.....) for Fiscal Year with the following requirements:

1. Plan for the use of grants which is accompanied by drawings and Budget Plan (RAB) for physical assistance of less than IDR 50,000,000.00 (fifty million rupiah) or more, drawings and Budget Plan (RAB) are known to the District Head local;
2. Plan for the use of grants which is accompanied by drawings and a Cost Budget Plan (RAB) for physical assistance amounting to IDR 50,000,000.00 (fifty million rupiah) or more, the drawings and Cost Budget Plan (RAB) are known to the Works Department General and Spatial Planning;
3. Photo of the 0% (zero) percent condition for the location being rehabilitated/built (if the assistance is physical);
4. Composition of the management of the aid recipient organization;
5. Regional Grant Agreement Text (NPHD);
6. Letter of proof of payment (Format D.XII.G);
7. Photocopy of bank account book at PT. Bank Jateng Branch Sukoharjo on behalf of the grant recipient;

- 8. Photocopy of KTP of aid recipients;
- 9. Minutes of Handover of Grant money; And
- 10. A statement of absolute responsibility/integrity pact from the grant recipient stating that the grant received will be used according to plan, stamped with IDR 10,000.00 (ten thousand rupiah).

So to make a check.

Know :
urban village head

Stamp

(Signature)

.....

Know :
Head of RT

Stamp

(Signature)

Knowing:
District Head

Stamp

(Signature)

Chairman/Leader
Organization
aid recipients

Stamp

(Signature)

Know :
Village Head/Lurah

Stamp

(Signature)

Note: Made in 3 (three) copies

b. Grant Expenditure Use Plan Format.

KOP

PLAN FOR THE USE OF GRANT SPENDING

Types of Assistance ¹⁾ : Purchase of Grants in the form of Money for (filled in according to the Regent's Decree)
 Amount of funds ²⁾ :
 Activity Location ³⁾ :
 Fiscal year ⁴⁾ :

No.	Shopping Description	Calculation Details			Amount	Note.
		Volume	Unit	Unit Price 4		
1		3			5	6
I.	2 Personnel Shopping					
I.1					
I.2					
I.3					
I.4 etc						
	Total I				xxx	
II.	Shopping for Goods and Services					
II.1					
II.2					
II.3					
II.4 etc						
	Total II				xxx	
III.	Travel/Transport Shopping					
III.1					
III.2					
III.3					
III.4 etc						
	Total III				xxx	
IV.	Other shopping					
IV.1					
IV.2					
IV.3 etc						
	Number IV				xxx	
	Number I, II, III, IV				xxxx	

Chair/Lead of the Organization
Sociability

signature

stamp

(clear name)

How to fill in:

1. 1) Fill in the name of the assistance received (according to the Regent's Decree)
2. 2) Fill in the amount of
3. funds. 3) Fill in the name of the location or place where the activity is carried out.

The location or place referred to is filled in with the name of the village/sub-district or sub-district

4. 4) Fill in the planned budget year
 5. Column 1 (number) is filled with the serial number describing the planned expenditure
 6. Column 2 (description of expenditure) is filled with a description of planned expenditure:
 - Personnel Expenditures: description of expenditures included in personnel expenditures such as: honorarium, daily wages, piece wages, and other similar things
 - Shopping for Goods and Services: description of shopping included in shopping for goods and services such as: shopping for consumables (ATK), shopping for materials (materials), shopping for services (for example: telephone, water, electricity, newspapers, etc.), printing and duplication expenditures (e.g. photocopying, printing, binding), care and maintenance expenditures, equipment (equipment) rental expenditures, food and beverage expenditures, shopping for uniforms, shopping for fuel, shopping for cleaning equipment, and other similar things
 - Travel/Transport Shopping: description of shopping included in Travel/Transport shopping
Transport such as: spending on travel/transportation, spending on accommodation (lodging and food), transportation money
 - Miscellaneous Expenditure: description of expenditure included in other expenditure is expenditure excluding personnel expenditure, expenditure on goods and services, as well as travel/transport expenditure
 7. Column 3 (volume) is filled with the number of units, which can be the number of people or goods
 8. Column 4 (units) is filled with units of calculation for the planned volume such as: units, time/hour/day/month/year, weight, area, contents and so on.
 9. Column 5 (unit price) is filled with the unit price, which can be in the form of a tariff or price
 10. Column 6 (quantity) is filled with the number of times the volume is multiplied by the unit price.
The sum of the sub-descriptions of expenditure (e.g. I.1, I.2, I.3, I.4 etc. is the sum of expenditure descriptions I. Personnel Expenditures)
 11. Column 7 (ket.) is filled with the necessary information (for example: Mother's Day celebration, inter-club badminton championship, etc.)
- *) Signed by the Chairman of the management or head of the social organization.

c. The physical Budget Plan (RAB) format is less than IDR 50,000,000.00

KOP

COST BUDGET PLAN (WED)

Help Name ¹⁾ :

Amount of funds ²⁾ :

Activity Location ³⁾ :

Fiscal year ⁴⁾ :

No.	Shopping Description	Calculation Details			
		Volume	Unit	Unit price	Amount
1	2	3		4	5
I. Personnel Expenditures					
I.1				
I.2				
I.3				
I.4	etc				
	Total I				xxx
II. Shopping for Goods and Services					
II.1				
II.2				
II.3				
II.4	etc				
	Total II				xxx
III. Travel/Transport Shopping					
III.1				
III.2				
III.3				
III.4	etc				
	Total III				xxx
IV. Other shopping					
IV.1				
IV.2				
IV.3	etc				
	Number IV				xxx
	Number I, II, III, IV				xxxx

KNOW :

Head of Aid Recipient Organization*)

Sub-District Head

signature

signature

stamp

stamp

(clear name)

(clear name)

How to fill in:

- 1) Fill in the name of the assistance received (according to the Regent's Decree)
- 2) Fill in the amount of funds

3. 3) Fill in the name of the location or place where the activity is carried out.

The location or place referred to is filled in with the name of the village/sub-district or sub-district

4. 4) Fill in the planned budget year

5. Column 1 (number) is filled with the serial number describing the planned expenditure

6. Column 2 (description of expenditure) is filled with a description of planned expenditure:

- Personnel Expenditures: description of expenditures included in personnel expenditures such as: honorarium, daily wages, piece wages, and other similar things
- Shopping for Goods and Services: description of shopping included in shopping for goods and services such as: shopping for consumables (ATK), shopping for materials (materials), shopping for services (for example: telephone, water, electricity, newspapers, etc.), printing and duplication expenditures (e.g. photocopying, printing, binding), care and maintenance expenditures, equipment (equipment) rental expenditures, food and beverage expenditures, shopping for uniforms, shopping for fuel, shopping for cleaning equipment, and other similar things
- Travel/Transport Shopping: description of shopping included in Travel/Transport shopping
Transport such as: spending on travel/transportation, spending on accommodation (lodging and food), transportation money
- Other Shopping: description of shopping included in other shopping is shopping outside personnel spending, goods and services shopping, and travel/transport spending

7. Column 3 (volume) is filled with the number of units, which can be the number of people or goods

8. Column 4 (units) is filled with units of calculation for the planned volume such as: units, time/hour/day/month/year, weight, area, contents and so on.

9. Column 5 (unit price) is filled with the unit price, which can be in the form of a tariff or price

10. Column 6 (quantity) is filled with the number of times the volume is multiplied by the unit price.

d. The Budget Plan (RAB) format is physical Rp. 50,000,000.00 or more.

KOP

COST BUDGET PLAN (WED)

Help Name ¹⁾ :
 Amount of funds ²⁾ :
 Activity Location ³⁾ :
 Fiscal year ⁴⁾ :

No.	Shopping Description	Calculation Details			
		Volume	Unit	Unit price	Amount
1	2	3		4	5
I. Personnel Expenditures					
I.1				
I.2				
I.3				
I.4	etc				
	Total I				xxx
II. Shopping for Goods and Services					
II.1				
II.2				
II.3				
II.4	etc				
	Total II				xxx
III. Travel/Transport Shopping					
III.1				
III.2				
III.3				
III.4	etc				
	Total III				xxx
IV. Other shopping					
IV.1				
IV.2				
IV.3	etc				
	Number IV				xxx
	Number I, II, III, IV				xxxx

KNOW :

Head of Aid Recipient Organization*)

Department of Public Works and Planning
 Room

signature
 stamp
 (clear name)

signature
 stamp
 (clear name)

How to fill in:

1. 1) Fill in the name of the assistance received (according to the Regent's Decree)

2. 2) Fill in the amount of funds

3. 3) Fill in the name of the location or place where the activity is carried out.

The location or place referred to is filled in with the name of the village/sub-district or sub-district

4. 4) Fill in the planned budget year

5. Column 1 (number) is filled with the serial number describing the planned expenditure

6. Column 2 (description of expenditure) is filled with a description of planned expenditure:

- Personnel Expenditures: description of expenditures included in personnel expenditures such as: honorarium, daily wages, piece wages, and other similar things

- Shopping for Goods and Services: description of shopping included in shopping for goods and services such as: shopping for consumables (ATK), shopping for materials (materials), shopping for services (for example: telephone, water, electricity, newspapers, etc.), printing and duplication expenditures (e.g. photocopying, printing, binding), care and maintenance expenditures, equipment (equipment) rental expenditures, food and beverage expenditures, shopping for uniforms, shopping for fuel, shopping for cleaning equipment, and other similar things

- Travel/Transport Shopping: description of shopping included in Travel/Transport shopping
Transport such as: spending on travel/transportation, spending on accommodation (lodging and food), transportation money

- Other Shopping: description of shopping included in other shopping is shopping outside
personnel spending, goods and services shopping, and travel/transport spending

7. Column 3 (volume) is filled with the number of units, which can be the number of people or goods

8. Column 4 (units) is filled with units of calculation for the planned volume such as: units, time/hour/day/month/year, weight, area, contents and so on.

9. Column 5 (unit price) is filled with the unit price, which can be in the form of a tariff or price

10. Column 6 (quantity) is filled with the number of times the volume is multiplied by the unit price.

e. Format of Regional Grant Agreement (NPHD) in the form of money.

REGIONAL GRANT AGREEMENT TEXT

Regional Government Number:

Group Number :

On this day date month
year, located in Sukoharjo, we the undersigned,

I. Name : NIP
:
Rank :
Position:
Agency:
Address:

Who acts for and on behalf of the Regent of Sukoharjo, hereinafter referred to as THE FIRST PARTY

II. Name: No. KTP: (fill in the name of the Chairperson/Leader of the Community Organization)
Position: (fill
in position in the organization)
Address :

Who acts for and on behalf of, Village/Subdistrict Subdistrict
Sukoharjo Regency hereinafter referred to as THE SECOND PARTY

Both parties agreed to enter into an agreement regarding the provision of grants with the following terms and conditions:

article 1

AMOUNT AND PURPOSE OF GRANT

(1) THE PARTY provides to to the SECOND PARTY, in the form of money amounting to Rp. (..... with the letters);

(2) Funds as referred to in (1) are used for paragraph with details as stated in the attachment to this Regional Grant Agreement Document (NPHD) or with the following details:

- a. Rp.
- b. Rp.
- c. Rp.
- d.etc

(3) The purpose of using funds as intended in paragraph (2) is to

(4) Use of funds as referred to in paragraph (2) and paragraph (3) specifically for types of activities.....;

Section 2

DISBURSEMENT OF GRANT FUNDS

- (1) Disbursement of grant funds sourced from the Regional Revenue and Expenditure Budget (APBD) of Sukoharjo Regency for Fiscal Year....., shall be carried out..... according to the determined allocation;
- (2) For the disbursement of grant funds, the SECOND PARTY submits an application to the SECOND PARTY by attaching:
 - a. Regional Grant Agreement Text;
 - b. Photocopy of the recipient's account which is still active;
 - c. Statement of Absolute Responsibility/Integrity Facts.
- (3) THE SECOND PARTY, after receiving grant funds from the FIRST PARTY, immediately carries out activities guided by the provisions of the applicable laws and regulations.

Article 3

SECOND PARTY OBLIGATIONS

- (1) Carry out and take full responsibility for the implementation of programs and activities funded from grant funds that have been approved by the PARTY FIRST, guided by the provisions of the applicable laws;
- (2) Create and submit accountability for the use of grant funds along with proof of transactions to the FIRST PARTY, to the Sukoharjo Regency Government through the FIRST PARTY no later than 2 (two) months after the funds are received.
- (3) Accountability as intended in paragraph (2) is in the form of proof of receipt of money and proof of expenditure of funds in accordance with Regional Grant Agreement Text (NPHD);
- (4) If within the specified limits the report is not submitted as intended in paragraph (3), legal sanctions will be imposed in accordance with the applicable legislation;
- (5) Keep a report on the realization of the use of grant funds and other valid evidence, guided by the provisions of the applicable laws and regulations;
- (6) If irregularities occur in the use of grant funds which cause state losses, then it becomes the full responsibility of the SECOND PARTY.

Article 4

FIRST PARTY RIGHTS AND OBLIGATIONS

THE FIRST PARTY has the right to postpone the disbursement of grant funds if the SECOND PARTY does not/has not fulfilled the specified requirements.

THE FIRST PARTY has the right to carry out evaluation and monitoring of the use of grant funds based on proposals and accountability reports on the use of grant funds;

THE FIRST PARTY is obliged to immediately disburse grant funds if all requirements and completeness of the application documents for disbursement of funds have been fulfilled by the SECOND PARTY, and are declared complete and correct through verification by the district government.

Article 5

CLOSING

- (1) This Regional Grant Agreement (NPHD) text must be made in 5 (five) copies, the first and second sheets each having sufficient stamp duty so that they have the same legal force;
- (2) Matters that have not been stated in this NPHD can be further regulated in an additional agreement (Addendum) which is an integral part of the agreement based on the agreement of the PARTIES.

THE SECOND PARTY,

THE FIRST PARTY,

(name of Chair/Lead of Organization)

(...bright name.....)
NIP.

f. Format of Regional Grant Agreement (NPHD) in the form of goods

REGIONAL GRANT AGREEMENT TEXT

Regional Government Number:
RT number :

On this day date month year, located in Sukoharjo, we The undersigned below,

I. Name : NIP
:
Rank :
Position:
Agency:
Address:

Who acts for and on behalf of the Regent of Sukoharjo, hereinafter referred to as THE FIRST PARTY

II. Name: No. (fill in the name of the Chairperson/Leader of the Community Organization)
KTP:
Position: (fill in position in the organization)
Address :

Who acts for and on behalf of, Village/Subdistrict
District Sukoharjo Regency hereinafter referred to as THE SECOND PARTY

THE FIRST PARTY and SECOND PARTY are hereinafter referred to as THE PARTIES.

THE PARTIES agree to enter into an agreement regarding the provision of grants with the following terms and conditions:

LEGAL BASIS

article 1

- 1. Minister of Home Affairs Regulation Number 13 of 2006 concerning Guidelines for Regional Financial Management as amended several times, most recently by Minister of Home Affairs Regulation Number 21 of 2011
- 2. Minister of Home Affairs Regulation Number 8 of 2023 concerning Guidelines for Providing Grants and Social Assistance Sourced from the APBD.

OBJECTIVE

Section 2

The purpose of this agreement is to achieve orderly administration of grant administration from the regional government of Sukoharjo Regency.

GRANTING GRANTS

Article 3

- (1) That in order to support the implementation of regional government affairs, the FIRST PARTY provides a grant to the SECOND PARTY in the form of inventory with a value of IDR
(.....with letters.....)
- (2) That the SECOND PARTY receives the goods to be recorded as assets and managed by the Management of RT 001 / RW 01 Dukuh Laban Wetan Laban Village, Mojolaban District, Sukoharjo Regency

GRANT ACCOUNTABILITY AND REPORTING

Article 4

Accountability for grant financial management as intended in paragraph (1), is carried out through the APBD mechanism, in accordance with statutory provisions.

CLOSING

Article 5

- (1) This Regional Grant Agreement (NPHD) text must be made in 5 (five) copies, the first and second sheets each having sufficient stamp duty so that they have the same legal force;
- (2) Matters that have not been listed in this NPHD can be regulated further in the Addendum.

THE SECOND PARTY,

THE FIRST PARTY,

(name of Chair/Lead of Organization)

(bright name)
NIP.

g. Format of Proof of Payment for Grant Expenditures

SUKOHARJO DISTRICT PROOF OF PAYMENT FISCAL YEAR													
<p>a. Have received from: Treasurer Expenditures Shopping grant money amounting to b. (with letters Rp - )</p> <p>c. For payment: Grant Shopping</p>													
Account Code *)								Gross Amount (Rp.) Gross		Amount of Deductions		Net amount (Rp.)	
										Cut Details: 1. VAT Rp. 2. Income Tax Rp. 3.Rp. 4.Rp.			
<p>f. Payment date:</p>													
<p>Grant Recipient</p> <p>Stamp</p> <p>stamp duty Rp. 10,000,-</p> <p><u>(clear name)</u></p>													
Know, Budget Users				Technical Implementation Officer for Activities (PPTK)***				Expenditure Treasurer					
..... NIP. NIP. NIP.					
<p>Original sheet : For expenditure treasurer / Assistant Expenditure Treasurer Copy 1 : For Assistant/III Party Expenditure Treasurer copy 2 : Files *) filled in up to <i>Object Details</i> **) cross the unnecessary ones ***) to be filled in if Direct Shopping is signed</p>													

h. Format of Minutes of Grant Money Handover

KOP

MINUTES OF MONEY GRANTS DELIVERY

Number : 900/ /GRANTS /.....

On datemonth year

..... The undersigned below :

- I. Name :
- NIP :
- Position :
- Address :

Hereinafter referred to as the FIRST PARTY

- II. Name :
- Position :
- Address :

Hereinafter referred to as THE SECOND PARTY

THE FIRST PARTY handed over a grant to the SECOND PARTY in the amount of Rp..... (..... with letters.....) for

Furthermore, within the framework of the principles of transparency and accountability, the SECOND PARTY is obliged to submit an accountability report on the use of the grant to the FIRST PARTY no later than 1 (one) month after the activity is carried out.

Thus, this Minutes has been prepared so that it can be used properly.

THE SECOND PARTY
Chair/Head of the Organization
.....

THE FIRST PARTY,
Head

(clear name)
(NIP.)

(clear name)
(NIP.)

i. Format of Minutes of Delivery of Grants of Goods

KOP

MINUTES OF GRANTS DELIVERY OF GOODS

Number : 900/ /GRANTS /.....

On datemonth year

..... The undersigned below :

III. Name :
 NIP :
 Position :
 Address :

Hereinafter referred to as the FIRST PARTY

IV. Name :
 Position :
 Address :

Hereinafter referred to as THE SECOND PARTY

THE FIRST PARTY has handed over a grant to the SECOND PARTY in the form of inventory with a value of Rp..... (.....with letters.....)

That the SECOND PARTY receives the goods to be recorded as assets and managed by the Management/Association/Group

Furthermore, within the framework of the principles of transparency and accountability, the SECOND PARTY is obliged to submit an accountability report on the use of the grant to the FIRST PARTY no later than 1 (one) month after the activity is carried out.

Thus, this Minutes has been prepared so that it can be used properly.

THE SECOND PARTY
 Grant Recipient

THE FIRST PARTY,
 Head

(clear name)
 (NIP.)

(clear name)
 (NIP.)

j. Format of Management Composition of Aid Recipients

KOP

COMPOSITION OF ORGANIZATIONAL MANAGEMENT:

No.	Name	Deep position Organization	Address	Information

Chair/Lead of the Organization

stamp Signature

(clear name)

k. Format of Statement of Absolute Responsibility/Integrity Pact from Grant Recipient

KOP

STATEMENT OF ABSOLUTE RESPONSIBILITY/INTEGRITY FACTS

The undersigned below :

Name :

Position :

Address :

Hereby declare that we are the recipient of a grant of money
to
.....
.....of IDR..... (..... with the letter) will be absolutely
responsible for the use of the grants we receive in accordance with applicable statutory
provisions.

If in the future it is discovered that there has been a deviation in its use which is
not in accordance with the planned use, thereby causing state losses, then I am willing
to accept sanctions in accordance with the applicable laws and regulations.

Thus, this statement letter is made in truth.

..... ,

Chair/Lead of the Organization

*Stamp
and seal*

Signature

(clear name)

I. Format for Introduction to Grant Expenditure Accountability Report

LETTERHEAD

Number: 900 / /
Attachment: 1 (one) bundle.
Subject: Accountability Report on Grant Expenditures.....
.....

..... , date
.....

To
Dear. Mr. Regent of Sukoharjo.
Cq. Head of Regional Infrastructure Related
in
SUKOHARJO

We hereby send a report on the use of Grant Expenditures....
.....*) Fiscal year, with explanation
as follows :
Amount of funds : Rp.....
(.....) **)
Activity Location:* **)
Detailed Grant Expenditure Use Report along with evidence
attached support.
So to make a check.

Grant recipients
Stamp
Signature
(Light Name)

Information :

- *) Fill in the name of the grant expenditure received.
- **) Fill in the amount of funds received.
- ***) Fill in the address of the activity carried out in accordance with the request for disbursement of funds.
- ****) The SPJ kept for archives by the recipient is the original SPJ.

m. Grant Expenditure Accountability Report Format.

KOP

GRANT EXPENDITURE ACCOUNTABILITY REPORT

Help Name :
 Amount of funds :
 Activity Location :
 Fiscal year :

No.	Shopping Description	Plan (Amount/Rp.)	Realization (Amount/Rp.) 4	Difference (Rp.)	Note.
1	2	3		5	6
	I. Personnel Expenditures				
	I.1				
	I.2				
	I.3				
	I.4 etc				
	Total I	xxx	xxx	xxx	
	II. Shopping for Goods and Services				
	II.1				
	II.2				
	II.3				
	II.4 etc				
	Total II	xxx	xxx	xxx	
	III. Travel/Transport Shopping				
	III.1				
	III.2				
	III.3				
	III.4 etc				
	Total III	xxx	xxx	xxx	
	IV. Other shopping				
	IV.1				
	IV.2				
	IV.3 etc				
	Number IV	xxx	xxx	xxx	
	Number I, II, III, IV	xxxx	xxxx	xxxx	

Chair/Lead of Organization

signature

stamp

(clear name)

How to fill in:

1. 1) Fill in the name of the assistance received
2. 2) Fill in the amount of funds
3. 3) Fill in the name of the location or place where the activity is carried out.
 The location or place referred to is filled in with the name of the village/sub-district or sub-district
4. 4) Fill in the planned budget year
5. Column 1 (number) is filled with the serial number describing the planned expenditure
6. Column 2 (description of expenditure) is filled with a description of planned expenditure:
 - Personnel Expenditures: description of expenditures included in personnel expenditures such as: honorarium, daily wages, piece wages, and other similar things

- Shopping for Goods and Services: description of shopping included in shopping for goods and services such as: shopping for consumables (ATK), shopping for materials (materials), shopping for services (for example: telephone, water, electricity, newspapers, etc.), printing and duplication expenditures (e.g. photocopying, printing, binding), care and maintenance expenditures, equipment (equipment) rental expenditures, food and beverage expenditures, uniforms expenditures, fuel expenditures, shopping for cleaning equipment, and other similar things
 - Travel/Transport Shopping: description of shopping included in Travel/Transport shopping
Transport such as: shopping for travel/transportation, shopping for accommodation (lodging and food), transport money
 - Miscellaneous Expenditure: description of expenditure included in other expenditure is expenditure excluding personnel expenditure, expenditure on goods and services, as well as travel/transport expenditure
7. Column 3 (plan) is filled with the amount of funds according to the planned use
8. Column 4 (realization) is filled with the realization of the amount of funds according to usage
9. Column 5 (difference) is filled with the difference in funds between the plan and realization. 10. Column 7 (ket.) is filled with the required information *) Signed by the Village Head for financial assistance to the village government or leaders of social organizations.

n. Format of Statement of Responsibilities from Grant Recipients

KOP

STATEMENT OF RESPONSIBILITY

The undersigned below :

Name :
Position :
Address :

responsible for formal and material truth:

1. Report on the Use of Grant Expenditures
..... amount Rp..... (..... with
letters)

2. Proof of expenditure and the consequences arising from the letter of evidence in question, in accordance
with the provisions of statutory regulations
applies.

Thus, this statement letter is made in truth.

....., date

Grant recipients

stamp Signature

(Name)

REGENT SUKOHARJO,

signed.

ETIK SURYANI

APPENDIX IV
SUKOHARJO REGENCY REGULATIONS
YEAR NUMBER 2023
ABOUT
SYSTEM METHOD BUDGET,
IMPLEMENTATION AND ADMINISTRATION,
ACCOUNTABILITY AND
REPORTING AND MONITORING AND
EVALUATION OF GRANT SPENDING AND
SOCIAL ASSISTANCE

FORMAT OF APPLICATION FOR DISBURSEMENT AND ACCOUNTABILITY
SOCIAL ASSISTANCE

a. Format for Introduction to Application for Social Assistance Disbursement.

KOP

Number : // To
Attachments: 1 (one) bundle. Dear. Mr. Regent of Sukoharjo.
Subject: Application for related assistance Cq. Head of Sukoharjo Regency
Regional Apparatus.
in
SUKOHARJO

Based on the Decree of the Regent of Sukoharjo Number
dated about
Fiscal Year, we hereby propose Disbursement of Aid
amounting to Rp. (.. in letters.....) for Fiscal Year with the following
requirements:

1. Plan for the use of grants which is accompanied by drawings and a Cost Budget Plan (RAB) for physical assistance amounting to IDR 50,000,000.00 (fifty million rupiah) or more, the drawings and Cost Budget Plan (RAB) are known to the Section Head Building and Environmental Arrangement in the Public Works and Spatial Planning Department's Job Creation Sector;
2. Composition of the management of the aid recipient organization (if any);
3. Letter of proof of expenditure (Format D.XII.G);
4. Photocopy of bank account book at PT. Bank Jateng Branch Sukoharjo on behalf of aid recipients;
5. Photocopy of KTP of aid recipient; And

6. Letter of statement of absolute responsibility/integrity pact from the aid recipient stating that the aid received will be used according to plan, stamped with IDR 10,000.00 (ten thousand rupiah)

So to make a check.

Know :
urban village head

Stamp

(Signature)

Know :
Head of RT

Stamp

(Signature)

Know :
District Head

Stamp

(Signature)

Chair/Lead of the Organization
aid recipients

Stamp

(Signature)

Know :
Village Head/Lurah

Stamp

(Signature)

Note: Made in 3 (three) copies

b. Social Assistance Use Plan Format.

KOP

SOCIAL ASSISTANCE USE PLAN

Types of Assistance ¹⁾ : Social Assistance for(filled in according to the Regent's Decree)
 Amount of funds ²⁾ :
 Activity Location ³⁾ :
 Fiscal year ⁴⁾ :

No.	Shopping Description	Calculation Details				Note.
		Volume	Unit	Unit Price 4	Amount	
1		3			5	6
I.	2 Personnel Shopping					
I.1					
I.2					
I.3					
I.4 etc					
	Total I				xxx	
II.	Shopping for Goods and Services					
II.1					
II.2					
II.3					
II.4 etc					
	Total II				xxx	
III.	Travel/Transport Shopping					
III.1					
III.2					
III.3					
III.4 etc					
	Total III				xxx	
IV.	Other shopping					
IV.1					
IV.2					
IV.3 etc					
	Number IV				xxx	
	Number I, II, III, IV				xxxx	

Chair/Lead of the Organization
Sociability

signature

stamp

(clear name)

How to fill in:

1. 1) Fill in the name of the assistance received (according to the Regent's Decree)
2. 2) Fill in the amount of
3. funds. 3) Fill in the name of the location or place where the activity is carried out.

The location or place referred to is filled in with the name of the village/sub-district or sub-district

4. 4) Fill in the planned budget year
 5. Column 1 (number) is filled with the serial number describing the planned expenditure
 6. Column 2 (description of expenditure) is filled with a description of planned expenditure:
 - Personnel Expenditures: description of expenditures included in personnel expenditures such as: honorarium, daily wages, piece wages, and other similar things
 - Shopping for Goods and Services: description of shopping included in shopping for goods and services such as: shopping for consumables (ATK), shopping for materials (materials), shopping for services (for example: telephone, water, electricity, newspapers, etc.), printing and duplication expenditures (e.g. photocopying, printing, binding), care and maintenance expenditures, equipment (equipment) rental expenditures, food and beverage expenditures, shopping for uniforms, shopping for fuel, shopping for cleaning equipment, and other similar things
 - Travel/Transport Shopping: description of shopping included in Travel/Transport shopping
Transport such as: spending on travel/transportation, spending on accommodation (lodging and food), transportation money
 - Miscellaneous Expenditure: description of expenditure included in other expenditure is expenditure excluding personnel expenditure, expenditure on goods and services, as well as travel/transport expenditure
 7. Column 3 (volume) is filled with the number of units, which can be the number of people or goods
 8. Column 4 (units) is filled with units of calculation for the planned volume such as: units, time/hour/day/month/year, weight, area, contents and so on.
 9. Column 5 (unit price) is filled with the unit price, which can be in the form of a tariff or price
 10. Column 6 (quantity) is filled with the number of times the volume is multiplied by the unit price.
The sum of the sub-descriptions of expenditure (e.g. I.1, I.2, I.3, I.4 etc. is the sum of expenditure descriptions I. Personnel Expenditures)
 11. Column 7 (ket.) is filled with the necessary information (for example: Mother's Day celebration, inter-club badminton championship, etc.)
- *) Signed by the Chairman of the management or head of the social organization.

c. The physical Budget Plan (RAB) format is less than IDR 50,000,000.00

KOP

COST BUDGET PLAN (WED)

Help Name ¹⁾ :

Amount of funds ²⁾ :

Activity Location ³⁾ :

Fiscal year ⁴⁾ :

No.	Shopping Description	Calculation Details			
		Volume	Unit	Unit price	Amount
1	2	3		4	5
I. Personnel Expenditures					
I.1				
I.2				
I.3				
I.4	etc				
	Total I				xxx
II. Shopping for Goods and Services					
II.1				
II.2				
II.3				
II.4	etc				
	Total II				xxx
III. Travel/Transport Shopping					
III.1				
III.2				
III.3				
III.4	etc				
	Total III				xxx
IV. Other shopping					
IV.1				
IV.2				
IV.3	etc				
	Number IV				xxx
	Number I, II, III, IV				xxxx

KNOW :

Head of Aid Recipient Organization*)

Sub-District Head

signature

signature

stamp

stamp

(clear name)

(clear name)

How to fill in:

- 1) Fill in the name of the assistance received (according to the Regent's Decree)
- 2) Fill in the amount of funds

3. 3) Fill in the name of the location or place where the activity is carried out.

The location or place referred to is filled in with the name of the village/sub-district or sub-district

4. 4) Fill in the planned budget year

5. Column 1 (number) is filled with the serial number describing the planned expenditure

6. Column 2 (description of expenditure) is filled with a description of planned expenditure:

- Personnel Expenditures: description of expenditures included in personnel expenditures such as: honorarium, daily wages, piece wages, and other similar things
- Shopping for Goods and Services: description of shopping included in shopping for goods and services such as: shopping for consumables (ATK), shopping for materials (materials), shopping for services (for example: telephone, water, electricity, newspapers, etc.), printing and duplication expenditures (e.g. photocopying, printing, binding), care and maintenance expenditures, equipment (equipment) rental expenditures, food and beverage expenditures, shopping for uniforms, shopping for fuel, shopping for cleaning equipment, and other similar things
- Travel/Transport Shopping: description of shopping included in Travel/Transport shopping
Transport such as: spending on travel/transportation, spending on accommodation (lodging and food), transportation money
- Other Shopping: description of shopping included in other shopping is shopping outside personnel spending, goods and services shopping, and travel/transport spending

7. Column 3 (volume) is filled with the number of units, which can be the number of people or goods

8. Column 4 (units) is filled with units of calculation for the planned volume such as: units, time/hour/day/month/year, weight, area, contents and so on.

9. Column 5 (unit price) is filled with the unit price, which can be in the form of a tariff or price

10. Column 6 (quantity) is filled with the number of times the volume is multiplied by the unit price.

d. The Budget Plan (RAB) format is physical Rp. 50,000,000.00 or more.

KOP

COST BUDGET PLAN (WED)

Help Name ¹⁾ :

Amount of funds ²⁾ :

Activity Location ³⁾ :

Fiscal year ⁴⁾ :

No.	Shopping Description	Calculation Details			
		Volume	Unit	Unit price	Amount
1	2	3		4	5
	I. Personnel Expenditures				
	I.1				
	I.2				
	I.3				
	I.4 etc				
	Total I				xxx
	II. Shopping for Goods and Services				
	II.1				
	II.2				
	II.3				
	II.4 etc				
	Total II				xxx
	III. Travel/Transport Shopping				
	III.1				
	III.2				
	III.3				
	III.4 etc				
	Total III				xxx
	IV. Other shopping				
	IV.1				
	IV.2				
	IV.3 etc				
	Number IV				xxx
	Number I, II, III, IV				xxxx

KNOW :

Head of Aid Recipient Organization*)

Department of Public Works and Planning
Room

signature

stamp

(clear name)

stamp

signature

(clear name)

How to fill in:

1. 1) Fill in the name of the assistance received (according to the Regent's Decree)

2. 2) Fill in the amount of funds

3. 3) Fill in the name of the location or place where the activity is carried out.

The location or place referred to is filled in with the name of the village/sub-district or sub-district

4. 4) Fill in the planned budget year

5. Column 1 (number) is filled with the serial number describing the planned expenditure

6. Column 2 (description of expenditure) is filled with a description of planned expenditure:

- Personnel Expenditures: description of expenditures included in personnel expenditures such as: honorarium, daily wages, piece wages, and other similar things

- Shopping for Goods and Services: description of shopping included in shopping for goods and services such as: shopping for consumables (ATK), shopping for materials (materials), shopping for services (for example: telephone, water, electricity, newspapers, etc.), printing and duplication expenditures (e.g. photocopying, printing, binding), care and maintenance expenditures, equipment (equipment) rental expenditures, food and beverage expenditures, shopping for uniforms, shopping for fuel, shopping for cleaning equipment, and other similar things

- Travel/Transport Shopping: description of shopping included in Travel/Transport shopping
Transport such as: spending on travel/transportation, spending on accommodation (lodging and food), transportation money

- Other Shopping: description of shopping included in other shopping is shopping outside
personnel spending, goods and services shopping, and travel/transport spending

7. Column 3 (volume) is filled with the number of units, which can be the number of people or goods

8. Column 4 (units) is filled with units of calculation for the planned volume such as: units, time/hour/day/month/year, weight, area, contents and so on.

9. Column 5 (unit price) is filled with the unit price, which can be in the form of a tariff or price

10. Column 6 (quantity) is filled with the number of times the volume is multiplied by the unit price.

e. Format of Proof of Social Assistance Payment

SUKOHARJO DISTRICT PROOF OF PAYMENT FISCAL YEAR											
a. Have received from: Treasurer Social Assistance Expenditures amounting to b. (with letters Rp) c. For payment: Social Assistance											
Account Code *)								Gross Amount (Rp.)	Gross Amount	Piece	Net amount (Rp.)
									Cut Details: 1. VAT Rp. 2. Income Tax Rp. 3.Rp. 4.Rp.		
f. Payment date:											
								Social Assistance Recipients Stamp stamp duty Rp. 10,000,- (clear name) _____			
Know, Budget Users				Technical Implementation Officer for Activities (PPTK)***				Expenditure Treasurer			
_____ NIP.				_____ NIP.				_____ NIP.			
Original sheet : For expenditure treasurer / Assistant Expenditure Treasurer Copy 1 : For Assistant/III Party Expenditure Treasurer copy 2 : Files *) filled in up to <i>Object Details</i> **) cross the unnecessary ones ***) to be filled in if Direct Shopping is signed											

f. Format of Statement Letter for Recipients of Social Assistance/Integrity Pact from Social Assistance Recipients

KOP

STATEMENT LETTER OF ABSOLUTE RESPONSIBILITY/
AID RECIPIENT INTEGRITY PACT

The undersigned below :

Name :

Position :

Address :

Declare truly that:

1. Social Assistance Expenditures amounting to Rp..... (..... with letters) will be used in accordance with the aid use plan.
2. I will be absolutely responsible for the use of the assistance we receive in accordance with applicable statutory provisions.
3. In the event that the implementation of assistance is not in accordance with the plan, is completely my responsibility.
4. Able to send a report on the use of funds (SPJ) no later than 3 (three) months after the funds are received, not later than the year budget.
5. If at a later date it is discovered that there has been a deviation in its use which is not in accordance with the planned use which then results in state losses, then we are willing to accept sanctions in accordance with the statutory regulations.

applies.

Thus, this statement letter is made in truth.

..... ,

Chair/Lead of the Organization

*Stamp
and seal*

Signature

(clear name)

FORMAT FOR THE MANAGEMENT OF AID RECIPIENTS

KOP

COMPOSITION OF ORGANIZATIONAL MANAGEMENT:

No.	Name	Position in the Organization	Address	Information

Chair/Lead of the Organization

stamp **Signature**

(clear name)

h. Social Assistance Accountability Report Format.

KOP

SOCIAL ASSISTANCE ACCOUNTABILITY REPORT

Help Name :
 Amount of funds :
 Activity Location :
 Fiscal year :

No.	Shopping Description	Plan (Amount/Rp.)	Realization (Amount/Rp.) 4	Difference (Rp.)	Note.
1	2	3		5	6
I.	Personnel Expenditures				
I.1				
I.2				
I.3				
I.4	etc				
	Total I	xxx	xxx	xxx	
II.	Shopping for Goods and Services				
II.1				
II.2				
II.3				
II.4	etc				
	Total II	xxx	xxx	xxx	
III.	Travel/Transport Shopping				
III.1				
III.2				
III.3				
III.4	etc				
	Total III	xxx	xxx	xxx	
IV.	Other shopping				
IV.1				
IV.2				
IV.3	etc				
	Number IV	xxx	xxx	xxx	
	Number I, II, III, IV	xxxx	xxxx	xxxx	

Chair/Lead of Organization

signature

stamp

(clear name)

How to fill in:

1. 1) Fill in the name of the assistance received
2. 2) Fill in the amount of funds
3. 3) Fill in the name of the location or place where the activity is carried out.
 The location or place referred to is filled in with the name of the village/sub-district or sub-district
4. 4) Fill in the planned budget year
5. Column 1 (number) is filled with the serial number describing the planned expenditure
6. Column 2 (description of expenditure) is filled with a description of planned expenditure:
 - Personnel Expenditures: description of expenditures included in personnel expenditures such as: honorarium, daily wages, piece wages, and other similar things

- Shopping for Goods and Services: description of shopping included in shopping for goods and services such as: shopping for consumables (ATK), shopping for materials (materials), shopping for services (for example: telephone, water, electricity, newspapers, etc.), printing and duplication shopping (for example: photocopying, printing, binding), care and maintenance spending, equipment (equipment) rental shopping, food and drink shopping, uniform clothing shopping, fuel shopping, shopping for cleaning equipment, and other similar things
 - Travel/Transport Shopping: description of shopping included in Travel/Transport shopping Transport such as: shopping for travel/transportation, shopping for accommodation (lodging and food), transport money
 - Miscellaneous Expenditure: description of expenditure included in other expenditure is expenditure excluding personnel expenditure, expenditure on goods and services, as well as travel/transport expenditure
7. Column 3 (plan) is filled with the amount of funds according to the planned use
8. Column 4 (realization) is filled with the realization of the amount of funds according to usage
9. Column 5 (difference) is filled with the difference in funds between the plan and realization. 10. Column 7 (ket.) is filled with the required information *) Signed by the Village Head for financial assistance to the village government or leaders of social organizations.

i. Format of Statement of Responsibility for Social Assistance.

KOP

STATEMENT OF RESPONSIBILITY

The undersigned below :

Name :
Position :
Address :

responsible for formal and material truth:

1. Report on the Use of Social Rock Expenditures
amounting to Rp..... (..... with letters)

2. Proof of expenditure and the consequences arising from the letter of evidence in question, in accordance with the provisions of statutory regulations applies.

Thus, this statement letter is made in truth.

....., date

Grant recipients

*Stamp and
duty stamp* Signature

(Name)

RECENT SUKOHARJO,

signed.

ETIK SURYANI