



DUPLICATE

SUKOHARJO REGENT  
PROVINCE OF CENTRAL JAVA  
REGULATION OF THE REGENT OF SUKOHARJO  
NUMBER 13 YEAR 20 21

ABOUT

PROCEDURES FOR BUDGETING, IMPLEMENTATION AND ADMINISTRATION,  
RESPONSIBILITY AND REPORTING AND MONITORING AND EVALUATION  
OF GRANTS AND SOCIAL ASSISTANCE EXPENDITURES

BY THE GRACE OF GOD ALMIGHTY

SUKOHARJO REGENT,

Weigh : a. that with the enactment of Minister of Home Affairs Regulation Number 77 of 2020 concerning Technical Guidelines for Regional Financial Management, Sukoharjo Regent Regulation Number 31 of 20 20 concerning Procedures for Budgeting, Implementation and Administration, Accountability and Reporting as well as Monitoring and Evaluation of Subsidy Expenditures, Grants, Social Assistance and Financial Aid , need to be replaced ;

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

Remember : 1. Law Number 13 of 1950 concerning the Establishment of Regency Areas within the Province of Central Java;

2. Law Number 17 of 2003 concerning State Finances (State Gazette of the Republic of Indonesia of 2003 Number 47, Supplement to the State Gazette of the Republic of Indonesia Number 4286);

3. Law Number 1 of 2004 concerning the State Treasury (State Gazette of the Republic of Indonesia of 2004 Number 5, Supplement to the State Gazette of the Republic of Indonesia Number 4355);

4. Law Number 15 of 2004 concerning Audit of State Finance Management and Accountability (State Gazette of the Republic of Indonesia of 2004 Number 66, Supplement to the State Gazette of the Republic of Indonesia Number 4400);

5. Law Number 33 of 2004 concerning Financial Balance between the Central Government and Regional Governments (State Gazette of the Republic of Indonesia of 2004 Number 126 , Supplement to the State Gazette of the Republic of Indonesia Number 4 438 );
6. Law Number 40 of 2004 concerning the National Social Security System (State Gazette of the Republic of Indonesia of 2004 Number 150, Supplement to the State Gazette of the Republic of Indonesia Number 4436) as amended by Law Number 11 of 2020 concerning Job Creation (State Gazette of the Republic of Indonesia of 2020 Number 245, Supplement to the State Gazette of the Republic of Indonesia Number 6573);
7. Law Number 11 of 2009 concerning Social Welfare (State Gazette of the Republic of Indonesia of 2009 Number 12, Supplement to the State Gazette of the Republic of Indonesia Number 4967);
8. Law Number 15 of 2011 concerning the Implementation of General Elections (State Gazette of the Republic of Indonesia of 20 11 Number 101 , Supplement to the State Gazette of the Republic of Indonesia Number 5246 );
9. Law Number 17 of 20 13 concerning Social Organizations (State Gazette of the Republic of Indonesia of 20 13 Number 116 , Supplement to the State Gazette of the Republic of Indonesia Number 5430 );
10. Law Number 23 of 2014 concerning Regional Government (State Gazette of the Republic of Indonesia of 2014 Number 244, Supplement to the State Gazette of the Republic of Indonesia Number 5587) as amended several times, most recently by Law Number 11 of 2020 concerning Job Creation (State Gazette of the Republic of Indonesia Year 2020 Number 245, Supplement to the State Gazette of the Republic of Indonesia Number 6573) ;
11. Government Regulation Number 57 of 2005 concerning Grants to Regions (State Gazette of the Republic of Indonesia of 2005 Number 139, Supplement to the 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 Region (State Gazette of the Republic of Indonesia Year 20 12 Number 5, Supplement to the State Gazette of the Republic of Indonesia Number 5272);
12. Government Regulation Number 71 of 2010 concerning Government Accounting Standards (State Gazette of the Republic of Indonesia of 2010 Number 123, Supplement to the State Gazette of the Republic of Indonesia Number 5165);

13. Government Regulation Number 18 of 2016 concerning Regional Apparatus ( State Gazette of the Republic of Indonesia of 2016 Number 114, Supplement to the State Gazette of the Republic of Indonesia Number 5887 ) as amended by Government Regulation Number 72 of 2019 concerning Amendments to Government Regulation Number 18 of 2016 concerning Regional Apparatus ( State Gazette of the Republic of Indonesia Year 2019 Number 187 , Supplement to the State Gazette of the Republic of Indonesia Number 6402 );
14. Government Regulation Number 12 of 2019 concerning Regional Financial Management (State Gazette of the Republic of Indonesia of 2019 Number 42, Supplement to the State Gazette of the Republic of Indonesia Number 6322);
15. 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 Republic of Indonesia Year 2021 Number 63);
16. 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 Second Amendment to the Regulation of the Minister of Home Affairs Number 32 of 2011 concerning Guidelines for Grants and Social Assistance sourced from the Regional Revenue and Expenditure Budget ( State Gazette of the Republic of Indonesia of 2016 Number 541 );
17. Sukoharjo Regency Regulation Number 1 of 2010 concerning Principles of Regional Financial Management (Sukoharjo Regency Gazette of 2010 Number 1, Supplement to Sukoharjo Regency's Regional Gazette Number 172);
18. Sukoharjo Regency Regulation Number 12 of 2016 concerning the Establishment and Composition of Regional Apparatus (Sukoharjo Regency Gazette of 2016 Number 12 , Supplement to Sukoharjo Regency's Regional Gazette Number 236 ) ;

## DECIDING :

Set : REGULATION OF THE REGENCY CONCERNING PROCEDURES FOR BUDGETING, IMPLEMENTATION AND ADMINISTRATION, RESPONSIBILITY AND REPORTING, AND MONITORING AND EVALUATION OF GRANTS AND SOCIAL ASSISTANCE EXPENDITURES.

## PIG

## GENERAL REQUIREMENTS

## article 1

In this Regent Regulation, what is meant by:

1. The area is Sukoharjo Regency.
2. Regional Government is the Regent as the implementing element of the Regional Government who leads the implementation of government affairs which are the authority of the autonomous region.
3. The Regent is the Regent of Sukoharjo.
4. Regional Finance Agency , hereinafter abbreviated as BK D, is the Regional Finance Agency of Sukoharjo Regency.
5. Regional apparatus is the supporting element of the Regent and the Regional People 's Representative Council in the administration of Government Affairs under the authority of the Region.
6. Unit , hereinafter abbreviated as SKPKD, is a regional apparatus in the Regional Government as the budget user/user of goods, which also carries out regional financial management in this case the BKD.
7. 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 determined by regional regulations.
8. Budget Users are officials who hold the authority to use the budget to carry out the main tasks and functions of the Regional Apparatus they lead.
9. Budget User Authority is an official who is authorized to exercise part of the authority of the budget user in carrying out some of the tasks and functions of the Regional Apparatus .
10. Technical Implementing Officer for Activities, hereinafter abbreviated as PPTK - Relevant Regional Apparatus , is an official in the Regional Work Unit who carries out one) or several Activities of a Program in accordance with their field of duty .

11. Regional Apparatus Financial Administration Official , hereinafter abbreviated as PPK -Regional Apparatus, is an official who carries out the financial administration function of Regional Apparatus .
12. Expenditure Treasurer is the BKD expenditure treasurer who manages interest expenditure, subsidy expenditure, grant expenditure, social assistance expenditure, profit sharing expenditure, financial aid expenditure, unexpected expenditure and financing expenditure.
13. Direct Payment Request Letter, hereinafter abbreviated as SPP-LS, is a document submitted by the expenditure treasurer for a direct payment request.
14. Order for Disbursement of Funds, hereinafter abbreviated as SP2D, is a document used as the basis for disbursement of funds issued by the Proxy of the Regional General Treasurer based on the SPM .
15. Payment Request Letter, hereinafter abbreviated as SPM, is a document issued by the budget user/proxy for the issuance of a Fund Disbursement Order (SP2D) at the expense of the expenditure of the Regional Apparatus Budget Implementation Document (DPA- PD ) or the Regional Apparatus Budget Implementation Change Document (DPPA- PD ).
16. 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, Agencies, Institutions and community organizations incorporated as Indonesian legal entities, whose specific allocations have been determined . , are non-mandatory and non-binding, and not continuously aimed at supporting the administration of regional government affairs .
17. NPHD , is the text of the grant agreement sourced from the APBD between the Regional Government and the grantee.
18. Social assistance is the provision of assistance in the form of money/goods from the Regional Government to individuals , families, groups and/or communities that are not continuous and selective in nature with the aim of protecting against possible social risks.
19. Social risk is an event or event that can lead 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 which if not provided with social assistance spending will increase. down and unable to live in normal conditions.
20. Community organization is an organization formed by members of the public who are citizens of the Republic of Indonesia voluntarily on the basis of similarity in

activities, professions, functions, religion, and belief in God Almighty, to participate in development in the context of achieving national goals within the unitary state of the Republic of Indonesia. which are based on Pancasila, including non-governmental organizations that are national in nature, are formed based on statutory provisions.

21. Community group is a group of community members who with their own awareness and desire join to carry out a common activity.
22. Vertical Agency is a government agency which is a branch of the central ministry located in the Region .
23. Semi-government/non-government organizations are organizations as referred to in the Circular Letter of the Minister of Home Affairs Number 900/2677/SJ dated 8 November 2007 .
24. Rukun Tetangga, hereinafter abbreviated as RT, is an institution formed through local community consultations in the context of government and community services determined by the Lurah/Village Head.
25. Rukun Warga, hereinafter abbreviated as RW, is an institution formed through deliberations of the RT management in its working area determined by the Lurah/Village Head.
26. The Regional Government Budget Team, hereinafter abbreviated as TAPD, is the Sukoharjo Regency Regional Government Budget Team.

## Section 2

The scope of this Regent Regulation includes budgeting, implementation and administration, reporting and accountability as well as monitoring and evaluation of grants and social assistance sourced from the APBD.

## Article 3

- (1) The grant as referred to in Article 2 can be in the form of money, goods or services.
- (2) The social assistance as referred to in Article 2 can be in the form of money or goods.

## CHAPTER I I

### GRANT

#### Part One

#### General

#### Article 4

- (1) Regional Governments may provide grants as referred to in Article 3 paragraph (2) to:
  - a. Central government;
  - b. other local governments;
  - c. State-Owned Enterprises or Regional-Owned Enterprises; and/or
  - d. bodies, institutions, and community organizations incorporated as Indonesian legal entities .
- (2) The provision of grants as referred to in paragraph (1) is carried out after prioritizing the fulfillment of obligatory expenditures and optional expenditures .
- (3) The provision of grants as referred to in paragraph (1) is intended to support the achievement of the program targets and activities of the Regional Government by : paying attention to the principles of justice, propriety, rationality, and benefits for society.
- (4) The provision of grants as referred to in paragraph (1) meets the following criteria at least:
  - a. its designation has been specifically determined;
  - b. are non-mandatory, non-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 laws and regulations; and/or
    - 2) otherwise determined by laws and regulations.
  - c. provide value for benefits to local governments in supporting the implementation of government, development and community functions; and
  - d. meet the requirements of the grantee.

#### Article 5

- (1) Grants to the Central Government as referred to in Article 4 paragraph (1) letter a is given to a working unit of a ministry/non -ministerial government agency whose work area is in the area concerned.
- (2) Grants to other Regional Governments as referred to in Article 4 paragraph (1) letter b are given to new autonomous regions as a result of regional expansion as mandated by legislation.
- (3) Grants to State-Owned Enterprises as referred to in Article 4 paragraph (1) letter c are given in order to continue to improve services to the community in accordance with the provisions of legislation.
- (4) Grants to Regional Owned Enterprises as referred to 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 the provisions of laws and regulations.

- (5) Grants to agencies and institutions as referred to in Article 4 paragraph (1) letter d shall be granted to the following agencies and institutions:
- a. non-profit, voluntary and social in nature established based on the laws and regulations;
  - b. which are non-profit, voluntary and social in nature which already has a Registered Certificate issued by the Minister of Home Affairs, Governor or Regent/Mayor; or
  - c. which are non-profit, voluntary and social in nature in the form of community groups/customary law community units as long as they are still alive and in accordance with community development, and their existence is recognized by the central government and/or regional government through ratification or stipulation from the head of a vertical agency or head of apparatus. area according to their jurisdiction.
  - d. through ratification or stipulation from the head of the vertical agency or the head of the regional apparatus related to their authority.
  - e. Cooperatives that are established based on the provisions of the legislation and meet the criteria set by the Regional Government in accordance with their authority.
- (6) Grants to community organizations which is a legal entity of Indonesia as referred to in Article 4 paragraph (1) letter d is given to a community organization that has a legal entity yayasan or a community organization that has a legal entity association that has obtained legal entity from the ministry in charge of legal affairs and human rights in accordance with regulations legislation.

#### Article 6

- (1) Grants to bodies and institutions as referred to in Article 5 paragraph ( 5 ) are given with the following minimum requirements:
- a. have management at domicile area ;
  - b. have a domicile statement from the local lurah/village head or other designations;
  - c. domiciled within the administrative area of the Regional Government and/or agencies and institutions domiciled outside the administrative area of the Regional Government to support the achievement of the program targets and activities of the Regional Government granting the Grant ; and
  - d. Special grants to livestock groups must have been registered in the Agricultural Extension Management Information System (Simluhtan), as evidenced by a Registered Certificate issued by the Head of the Agriculture and Fisheries Service.



- (2) Grants to community organizations as referred to in Article 5 paragraph ( 6 ) shall be granted with the following requirements:
- a. has been registered with the ministry in charge of legal and human rights affairs for a minimum of 3 (three) years, unless otherwise stipulated by laws and regulations;
  - b. domiciled within the administrative area of the local government concerned; and
  - c. has a permanent secretariat in the area concerned .

#### The second part

#### Budgeting

#### Article 7

- (1) Leaders and Members of the Regional People's Legislative Assembly hold a recess to accommodate the aspirations of the people in their constituencies .
- (2) During the recess as referred to in paragraph (1) , proposals for grants to agencies, institutions and community organizations are obtained which are used as the basis for the ideas of the Regional People's Representative Council .
- (3) The main idea of the Regional People's Representative Council as referred to in paragraph (2) is in the form of a *long list* of grant proposals and inputted into the Integrated Planning and Budgeting Application.
- (4) Grants proposed through the Regent, during the discussion of the Regional Government Work Plan (RKPD) are classified into the respective Regional Apparatus Organizations concerned and are inputted into the Integrated Planning and Budgeting Application.
- (5) The grants as referred to in paragraphs (3) and (4) are the basis for evaluating TAPD for the basis of the next budgeting stage.

#### Article 8

- (1) Central Government , other Regional Governments , State- Owned Enterprises, Regional-Owned Enterprises, and/or Entities, and Institutions and community organizations incorporated as Indonesian legal entities may submit a written grant proposal to the Regent through the relevant Regional Apparatus in the form of a proposal containing, among others:
  - a. a letter of application signed by the head of the community group or other designations from the prospective recipient of assistance, especially for community groups and/or community organizations

- at the RT level, known by the head of the RT, RW head, village head/lurah and local sub-district head;
- b. plan for use of assistance;
  - c. board of Management; and
  - d. a statement that has never received assistance from the APBD of Sukoharjo Regency in the previous year, unless it is regulated separately by laws and regulations.
- (2) Regent appoints the relevant Regional Apparatus to evaluate the proposal as referred to in paragraph (1), namely:
- a. grants for Central Government and other local governments , community organizations based on similarity in activities , non-governmental organizations of a national nature established based on the provisions of the legislation , community organizations based on similarity in profession, function, religion and belief in God Almighty by the Office of the Unity of the Nation and Politics;
  - b. grants to community groups in the fields of education , tourism and culture by the Department of Education and Culture ;
  - c. grants to community groups in agriculture by the Department of Agriculture and Fisheries;
  - d. grants to community groups in the health sector by the Department of Health ;
  - e. grants to community groups in the field of non-professional sports by the Youth and Sports Office ;
  - f. Assistance grants from central/provincial government activities and Regional Apparatus which have not been listed in the fields mentioned above are adjusted to the main tasks and functions of the relevant Regional Apparatus .
- (3) Head of the relevant Regional Apparatus as referred to in paragraph (2) evaluates the completeness and correctness as well as conformity to the existing provisions on the proposal from the candidate for assistance recipients and submits the results in the form of a recommendation to the Regent through TAPD.
- (4) TAPD gives consideration to the recommendations as referred to in paragraph (3) in accordance with the priorities and regional financial capabilities.

## Article 9

- (1) of Regional Apparatus Recommendation related and considerations of TAPD as referred to in Article 8 paragraphs (3) and (4) are the basis for the inclusion of grant budget allocations in the draft General Budget Policy (KUA) and Temporary Budget Priority Ceiling (PPAS), unless otherwise stipulated by statutory provisions .
- (2) The inclusion of the budget allocation as referred to in paragraph (1) includes the grant budget in the form of money, goods and/or services.
- (3) The recommendation format for the Regional Apparatus related to grant spending and social assistance is as contained in Appendix I which is an integral part of this Regent's Regulation.
- (4) The format for consideration of TAPD on grant spending and social assistance is as contained in Appendix II which is an integral part of this Regent's Regulation.

## Article 10

- (1) The grant as referred to in Article 3 paragraph (1) shall be included in the Work Plan and Budget of the Regional Apparatus (RKA-Related Regional Apparatus) .
- (2) RKA -Relevant Regional Apparatus as referred to in paragraph (1) shall become the basis for budgeting grants in the APBD in accordance with statutory regulations.

## Article 11

- (1) The Regent determines the list of recipients, addresses of recipients and the amount of the grant by Decree of the Regent.
- (2) List of names of recipients, recipient addresses and amounts as referred to in paragraph (1) are based on Regional Regulations concerning APBD and Regents Regulations concerning Elaboration of APBD.

## Part Three

## Implementation and Administration

## Article 12

implementation of the grant budget in the form of money or goods is based on the Regional Apparatus Budget Implementation Document related ( DPA - PD D ) and/or

Documents for the Implementation of Changes in the Regional Apparatus Budget related ( DPA - PD D ).

#### Article 1 3

- (1) Each grant is stated in the NPHD which is signed jointly by the Regent and the grantee.
- (2) NPHD as referred to in paragraph (1) shall at least contain provisions regarding:
  - a. grantor and grantee;
  - b. the purpose of granting;
  - c. the amount/details of the use of the grant to be received;
  - d. rights and obligations;
  - e. procedures for distribution/submission of grants; and
  - f. grant reporting procedures.
- (3) Regent may appoint an official who is authorized to sign the NPHD, namely the Regional Apparatus related /Section as referred to in Article 8 paragraph (2).

#### Article 1 4

- (1) The Regent determines the list of grantees and the amount of money or types of goods or services to be granted by a Regent Decree based on Regional Regulations concerning APBD and Regents Regulations concerning Elaboration of APBD.
- (2) The list of grant recipients as referred to in paragraph (1) shall serve as the basis for the distribution/submission of grants.
- (3) Distribution/delivery of grants from the Regional Government to grantees is carried out after the signing of the NPHD.
- (4) Disbursement of grants in the form of money is done by direct payment (LS), with the following mechanism:
  - a. based on the Regent's Decree regarding the granting of grants, the grantee submits an application 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 RT, Head of RW, Head of Village/Lurah, Camat accompanied by:
    1. plan for the use of aid, for assistance that is physical in nature, accompanied by drawings and a Budget Plan (RAB) ;
    2. physical assistance as referred to in number 1 in the amount of Rp. 50,000,000.00 (fifty million rupiah) or more, drawings and Budget Plan (RAB) are known by the Head of Human Settlements Division at the Public Works and Spatial Planning Office;

3. photo of the condition of 0% (zero percent ) for the rehabilitated/built location (if the assistance is physical);
  4. the composition of the management of the beneficiary organization;
  5. NPHD of each grantee;
  6. proof of payment (D.XII.G);
  7. photo copy of book / proof of bank account at PT. Central Java Regional Development Bank Sukoharjo Branch Sukoharjo Branch on behalf of the grantee;
  8. photocopy of Resident Identity Card (KTP) of the grantee;
  9. Minutes of Grant Delivery from the Head of the relevant Regional Apparatus or related Section as the First Party to the grantee as the Second Party ;
  10. a statement of absolute responsibility/integrity pact from the recipient of the grant stating that the grant received will be used according to the plan , stamped with Rp . 10,000 ( ten thousand rupiah) ; and
  11. the application file for disbursement of grant expenditures is made in 3 ( three ) copies.
- b. specifically for grants sourced from the Special Allocation Fund for Operational Expenditures for Kindergartens, Playgroups, Child Care and Early Childhood Education sourced from the Special Allocation Fund , the grantee submits an application for disbursement of funds to the Regent Cq. The Head of the Education Office as the budget user is accompanied by:
1. plan for use of assistance ;
  2. NPHD of each grantee;
  3. Photocopy of the National School Identification Number of each grantee which has been legalized by the Head of the relevant Regional Apparatus ;
  4. Proof of payment (D.XII.G);
  5. photo copy of book / proof of bank account at PT. Central Java Regional Development Bank Sukoharjo Branch on behalf of the grantee;
  6. photocopy of Resident Identity Card (KTP) of the grantee;
  7. Minutes of Grant Delivery from the Head of the relevant Regional Apparatus or related Section as

- the First Party to the grantee as the Second Party ;
8. a statement of absolute responsibility/integrity pact from the recipient of the grant stating that the grant received will be used according to the plan , stamped with Rp . 10,000 ( ten thousand rupiah) ; and
  9. the application file for disbursement of grant expenditures is made in 3 ( three ) copies.
- c. The PPTK- Relevant Regional Apparatus shall examine the completeness of the application file as follows:
1. examine in detail the application attachments;
  2. check the name of the recipient, address, description of assistance and the amount of the budget in accordance with the Decree of the Regent on granting;
  3. in the event that the application for disbursement does not meet the requirements, the Head of the relevant Regional Apparatus instructs the beneficiary to complete and/or repair it; and
  4. after the application for disbursement has been examined and declared to meet the requirements and is complete, the relevant PPTK-Regional Apparatus shall send the application file to the Expenditure Treasurer which has been affixed with the stamp "Has been researched by the PPTK-relevant Regional Apparatus ".
- d. head of the relevant Regional Apparatus instructs the Expenditure Treasurer to make SPP-LS to budget users through PPK-Regional Apparatus ;
- e. PPK - Regional Apparatus examines the completeness of SPP-LS along with administrative requirements in accordance with applicable regulations, and after being declared complete and correct, prepares SPM-LS to be submitted to Budget Users for signature;
- f. The SPM is submitted to the Proxy of the Regional General Treasurer at the BKD for the issuance of SP2D;
- g. The Proxy of the Regional General Treasurer sent the SP2D along with a list of examiners to PT. Central Java Regional Development Bank Sukoharjo Branch ; and
- h. PT. The Central Java Regional Development Bank , Sukoharjo Branch, transferred the books from the Regional General Treasury Account to each grantee

according to the list contained in the SP2D attachment .

- (5) If within a certain time at the end of the fiscal year the grant expenditure is not disbursed, it cannot be launched in the following fiscal year.

#### Article 1 5

The procurement of goods and services in the framework of grants as referred to in Article 3 paragraph ( 1 ) is guided by the laws and regulations.

### Part Four Reporting and Accountability

#### Article 1 6

- (1) The recipient of the grant in the form of money submits a report on the use of the grant to the Regent Cq. Head of the relevant Regional Apparatus.
- (2) Regional Apparatus concerned with receiving and examining accountability reports from grantees no later than 3 (three) months after the implementation of the activity.
- (3) The recipient of the grant in the form of goods or services submits a report on the use of the grant to the Regent Cq. Head of the relevant Regional Apparatus .
- (4) If the grantee is late in submitting the accountability report , the next disbursement will be postponed until the grantee submits the accountability report .

#### Article 17

Local Government responsibilities for grants include:

- a. proposals from prospective grant recipients to the Regent;
- b. Decree of the Regent regarding the determination of the list of grantees;
- c. NPHD;
- d. integrity pact from the grantee stating that the grant received is used according to the plan; and
- e. proof of money transfer for the provision of grants in the form of money or proof of the handover of goods/services for the provision of grants in the form of goods/services.

#### Article 18

- (1) Grant recipients are formally and materially responsible for the use of the grants they receive.
- (2) The grantee's responsibilities include:
  - a. report on the use of grants;
  - b. a statement of responsibility stating that the received grant has been used according to the plan; and

- c. complete and valid proof of expenditure in accordance with the provisions of the legislation for grantees in the form of money or copies of proof of handover of goods/services for grantees in the form of goods/services.
- (3) The accountability as referred to in paragraph (2) letter a and letter b shall be submitted to the Regent Cq. Head Relevant Regional Apparatus , 3 ( three a) months after the activity is carried out, unless proposed for rational operational costs within 1 (one) year no later than January 10 of the following fiscal year unless otherwise stipulated by laws and regulations .
- (4) Accountability as referred to in paragraph (2) letter c is stored and used by the grantee as the object of examination.

#### Article 19

- (1) The realization of the grant is included in the financial statements of the Regional Government in the relevant fiscal year.
- (2) Grants in the form of goods that have not been delivered to the grantee until the end of the relevant fiscal year are reported as inventory in the balance sheet.
- (3) The format of the Application for Disbursement and accountability for grant expenditures is as contained in Attachment III which is an integral part of this Regent's Regulation.

### CHAPTER III SOCIAL HELP

#### Part One General

#### Article 2 0

- (1) The Regional Government may provide social assistance as referred to in Article 3 paragraph (2) to members/community groups according to the regional financial capacity.
- (2) The provision of social assistance as referred to in paragraph (1) is carried out after prioritizing the fulfillment of obligatory expenditures by taking into account the principles of justice, propriety, rationality and benefits for the community.

#### Article 2 1



Community members/groups as referred to in Article 20 paragraph (1) include:

- a. individuals, families, and/or communities experiencing unstable conditions as a result of social, economic, political crises, disasters, or natural phenomena in order to meet the minimum needs of life; 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 the possibility of social risks.

#### Article 22

- (1) Social assistance in the form of money to individuals and/or families as referred to in Article 21 letter a, consists of social assistance to individuals and/or families.
- (2) The social assistance as referred to in paragraph (1) is allocated to individuals and/or families whose names, addresses of recipients and the amount are clear at the time of preparation of the APBD.
- (3) The social assistance as referred to in paragraph (1) is based on a proposal from the recipient candidate and/or on the recommendation of the Head of the Regional Apparatus.
- (4) The amount of the ceiling proposed by the head of the Regional Apparatus as referred to in paragraph (3) is a maximum of 50% (fifty percent) of the social assistance ceiling based on the proposal from the recipient candidate.

#### Article 23

- (1) The provision of social assistance as referred to in Article 20 paragraph ( 1 ) meets the following criteria:
  - a. selective;
  - b. meet the requirements of the beneficiary;
  - c. temporary and not continuous, except in certain circumstances sustainable; and
  - d. according to the intended use.
- (2) The selective criteria as referred to in paragraph (1) letter a means that social assistance is only given to prospective recipients aimed at protecting against possible social risks.
- (3) The criteria for receiving the assistance as referred to in paragraph (1) letter b include:
  - a. have a clear identity; and

- b. domiciled in the administrative area of the relevant Regional Government.
- (4) The criteria are temporary and not continuous as referred to 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 means that social assistance can be provided every fiscal year until the recipient of the assistance has been freed from social risk.
- (6) The criteria according to the intended use as referred to in paragraph (1) letter d include:
  - a. social rehabilitation;
  - b. social protection;
  - c. social empowerment;
  - d. social Security;
  - e. poverty reduction; and
  - f. disaster management.

#### Article 2 4

- (1) Social rehabilitation as referred to in Article 2 3 paragraph (6) letter a is aimed at restoring and developing the ability of a person experiencing social dysfunction to be able to carry out their social functions properly.
- (2) Social protection as referred to in Article 2 3 paragraph (6) letter b is intended to prevent and handle the risk of shocks and social vulnerabilities of a person, family, community group so that their survival can be fulfilled in accordance with minimum basic needs.
- (3) Social empowerment as referred to in Article 2 3 paragraph (6) letter c is intended to make a person or group of people who experience social problems have the power, so that they are able to meet their basic needs.
- (4) The social security as referred to in Article 2 3 paragraph (6) letter d is an institutionalized scheme to guarantee aid recipients to be able to meet their basic needs for a decent life.
- (5) Poverty alleviation as referred to in Article 23 paragraph (6) letter e is a policy, program, and activity carried out for people, families, community groups who do not have or have sources of livelihood and cannot meet proper needs for humanity.
- (6) Disaster management as referred to in Article 2 3 paragraph (6) letter f is aimed at rehabilitation.

#### Article 25

- (1) Social assistance can be in the form of money or goods received directly by the recipient of social assistance.

- (2) Social assistance in the form of money as referred to in paragraph (1) is money that is given directly to recipients such as foundations managing orphans, individuals, families, the elderly, neglected, severely disabled and health allowances for the sons and daughters of heroes who cannot afford.
- (3) Social assistance in the form of goods as referred to in paragraph (1) is goods that are given directly to the recipient of assistance in accordance with the provisions of the legislation.

#### The second part

#### Budgeting

#### Article 26

- (1) Community social assistance as referred to in Article 21 letter a in the form of community groups/organizations submits a written proposal to the Regent in the form of a proposal that contains, among others:
  - a. a letter of application signed by the head of the community group that is the candidate for assistance, known by the head of the RT, RW, village head/lurah and local sub-district head;
  - b. plan for use of assistance; and
  - c. board of Management;
- (2) Social assistance to individuals/families as referred to in Article 22 paragraph ( 1 ) submits a written proposal to the Regent in the form of an application letter signed by the prospective recipient of assistance, known by the Head of RT, RW, Head of Village/Lurah and local Camat.
- (3) Social assistance to Non-Governmental Institutions is proposed by the Chairperson of the prospective Non-Governmental Institutions recipients of assistance through the relevant Regional Apparatus, in the form of a proposal containing, among others:
  - a. a letter of application signed by the Head of the Non-Governmental Institution as the recipient of the assistance, known by the Head of the RT, RW, Head of the Village/Lurah and the local Camat;
  - b. plan for use of assistance; and
  - c. board of Management.
- (4) Regent appoints the relevant Regional Apparatus to evaluate the written proposal for social assistance as referred to in paragraphs (1) and (2), namely:
  - a. social assistance for individuals/families and/or communities by the Social Service;
  - b. social assistance for disaster management by the Regional Disaster Management Agency; and
  - c. Social assistance that is assistance from the activities of the central/provincial government and

Regional Apparatus that has not been listed as referred to in letters a and b is adjusted to the duties and functions of the relevant Regional Apparatus .

- (5) The Head of the relevant Regional Apparatus as referred to in paragraph (3) submits the results of the evaluation in the form of a recommendation to the Regent through TAPD.
- (6) TAPD gives consideration to the recommendations as referred to in paragraph (4) in accordance with the priorities and regional financial capabilities.

#### Article 27

- (1) Leaders and Members of the Regional People's Legislative Assembly hold a recess to accommodate the aspirations of the people in their constituencies .
- (2) During the recess as referred to in paragraph (1) , proposals for social assistance are obtained to the Agency, Institution and a community organization that is used as the basis for the ideas of the Regional People's Representative Council .
- (3) The main idea of the Regional People's Representative Council as referred to in paragraph (2) is in the form of a *long list* of proposed social assistance and is inputted into the Integrated Planning and Budgeting Application.
- (4) The Social Assistance proposed through the Regent, at the time of the discussion on the RKPD, was classified into the respective Regional Apparatus concerned.
- (5) The Social Assistance as referred to in paragraphs (3) and (4) becomes the basis for evaluating TAPD for the basis of the next budgeting stage.

#### Article 28

- (1) Recommendations from the head of the Regional Apparatus and TAPD considerations as referred to in Article 26 paragraph (5) and paragraph (6) serve as the basis for the inclusion of the aid budget allocation in the draft General Budget Policy and Temporary Budget Priority Ceiling, unless otherwise stipulated by laws and regulations.
- (2) The inclusion of the budget allocation as referred to in paragraph (1), includes social assistance budget in the form of money and/or goods.

#### Article 29

- (1) Social assistance in the form of money and/or in the form of goods is included in the RKA -Regional Apparatus .
- (2) RKA- Regional Apparatus as referred to in paragraph (1) becomes the basis for budgeting social assistance in the

APBD in accordance with the provisions of the legislation.

#### Article 30

- (1) The objects for spending on social assistance and details of the objects for spending on social assistance 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 operating expenditure groups that are formulated to in programs and activities, which are described in in the type of expenditure on goods and services, the object of expenditure for social assistance goods and details of the object of expenditure for social assistance goods which are handed over to third parties/community in the Regional Apparatus.

#### Part Three

#### Implementation and Administration

#### Article 31

implementation of the social assistance budget in the form of money, goods or services is based on the relevant Regional Apparatus Budget Implementation Documents .

#### Article 32

- (1) The Regent determines the list of recipients and the amount of social assistance with a Decree of the Regent based on the Regional Regulation on the Regional Budget and the Regent's Regulation on the Elaboration of the APBD.
- (2) Distribution and/or delivery of social assistance is based on the list of recipients of social assistance listed in the Decree of the Regent 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 organizations throughout Sukoharjo Regency, the recipients of social assistance submit an application 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 RT, Head of RW, Head of Village/Lurah, Camat through the relevant Regional Apparatus attached with:

1. plan for the use of aid, for assistance that is physical in nature, accompanied by drawings and a Budget Plan (RAB).
  2. physical assistance as referred to in number 1 in the amount of Rp. 50,000,000.00 (fifty million rupiah) or more, drawings and the Budget Plan (RAB) are known by the Head of Human Settlements Division at the Public Works and Spatial Planning Office;
  3. photo of the condition of 0% (zero percent) for the rehabilitated/built location (if the assistance is physical);
  4. the composition of the management of the beneficiary organization;
  5. proof of payment (D.XII.G);
  6. photocopy of bank account book at PT. Bank Jateng Sukoharjo Branch on behalf of the beneficiary;
  7. photocopy of the ID card of the beneficiary;
  8. statement of responsibility absolute responsibility/integrity pact of the beneficiary stating that the assistance received is used for the purposes in accordance with the plan for the use of the aid, with a stamp duty of Rp. 10,000 (ten thousand rupiah); and
  9. the application for disbursement of social assistance is made in 3 (three) copies.
- b. The PPTK- Relevant Regional Apparatus shall examine the completeness of the application file as follows:
1. examine in detail the application attachments;
  2. check the beneficiary's name, address, description of assistance and the amount of the budget in accordance with the decision of the regent regarding the provision of assistance;
  3. in the event that the application for disbursement does not meet the requirements, the Head of the relevant Regional Apparatus instructs the beneficiary to complete and/or repair it; and
  4. after the application for disbursement is examined and declared to meet the requirements and is complete, the relevant PPTK-Regional Apparatus affixes the stamp "It has been investigated by the relevant PPTK-Regional Apparatus "
- c. Head of the relevant Regional Apparatus instructs the Expenditure Treasurer to make SPP-LS to budget users through PPK;
- d. PPK -Relevant Regional Apparatus examine the completeness of the SPP-LS along with the administrative requirements in accordance with applicable regulations. After being declared complete and correct, prepare the SPM-LS to be submitted to the Budget User for signature.

- e. The SPM is submitted to the Proxy for the Regional General Treasurer at the BKD for the issuance of SP2D;
  - f. The Proxy of the Regional General Treasurer sent the SP2D along with a list of examiners to PT. Bank Jateng Sukoharjo Branch ; and
  - g. PT. The Central Java Regional Development Bank of the Sukoharjo Branch transferred the books from the RKUD to each recipient of social assistance according to the list contained in the attachment to SP2D .
- (4) If within a certain time at the end of the Fiscal Year regarding social assistance is not disbursed, it cannot be launched in the following Fiscal Year.

#### Part Four Reporting and Accountability

##### Article 33

- (1) Recipients of social assistance in the form of money submit reports on the use of aid social to the Regent Cq. Head Related Regional Devices.
- (2) The relevant regional apparatus receives and examines accountability reports from recipients of social assistance 3 (three) months after the implementation of activities.
- (3) Recipients of social assistance in the form of goods submit reports on the use of social assistance to the Regent Cq. head of the relevant regional apparatus.
- (4) If the recipient of social assistance is late in submitting the accountability report , the next disbursement will be postponed until the recipient of the social assistance submits the accountability report .

##### Article 34

- (1) Responsibilities of the Regional Government for the provision of social assistance include:
  - a. a written proposal/request from a candidate for social assistance to the Regent;
  - b. Decree of the Regent on the determination of the list of recipients of social assistance;
  - c. integrity pact from recipients of social assistance stating that the social assistance received will be used in accordance with the proposal; and
  - d. proof of transfer/delivery of money for the provision of social assistance in the form of money or proof of handing over of goods for the provision of social assistance in the form of goods.
- (2) The liability as referred to in paragraph (1) letter b and letter c is excluded from social assistance for individuals and/or families that cannot be planned in advance.

##### Article 35

- (1) Social assistance recipients are responsible formally and materially answer for the use of social assistance received.
- (2) Responsibilities of recipients of social assistance include:
  - a. reports on the use of social assistance by recipients of social assistance;
  - b. a statement of responsibility stating that the social assistance received has been used according to the plan;
  - c. photo of 100% (one hundred percent) condition for physical assistance; and
  - d. complete and valid proof of expenditure in accordance with the provisions of the legislation 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) The accountability as referred to in paragraph (2) letter a and letter b shall be submitted to the Regent Cq. Head Relevant Regional Apparatus , 3 ( three a) months after the activity is carried out, unless submitted for rational operational costs within 1 (one) year no later than January 10 of the following fiscal year and determined otherwise in accordance with the laws and regulations.
- (4) Accountability as referred to in paragraph (2) letter c and letter d is stored and used by the recipient of social assistance as the object of examination.

#### Article 36

- (1) Realization of social assistance is included in the local government financial statements in the relevant fiscal year.
- (2) Social assistance in the form of goods that have not been handed over to the beneficiary up to the end of the relevant fiscal year is reported as inventory in the balance sheet.
- (3) The application format for the disbursement and accountability of social assistance is as contained in Appendix IV which is an integral part of this Regent's Regulation.

### CHAPTER I V

#### DUTIES AND RESPONSIBILITIES OF GRANTS AND SOCIAL ASSISTANCE RECIPIENTS

#### Article 37

Grantees and social assistance recipients have the following duties and responsibilities:

- a. submit an application enclosing an activity proposal to the Regent through the relevant Head of Regional Apparatus as referred to in Article 8 paragraph (2) and Article 26 paragraph ( 4 );



- b. receive funds in cash or by transfer from the person in charge of technical and/or regional treasury, the implementation of which is carried out in accordance with the provisions of laws and regulations;
- c. take full responsibility both formally and materially for the assistance it receives;
- d. use social assistance funds and financial assistance in accordance with the designation stipulated in the Regent's Decree; and
- e. submit an accountability report on the use of grant funds, social assistance and financial assistance to the Regent Cq. Head of the relevant Regional Apparatus at the latest 3 ( three a) months after the funds are received.

## CHAPTER V MONITORING AND EVALUATION

### Article 38

- (1) The relevant regional apparatus as referred to in Article 8 paragraph (2) and Article 26 paragraph (4) shall monitor and evaluate the provision of grants and social assistance.
- (2) The results of the monitoring and evaluation as referred to in paragraph (1) shall be submitted to the Regent with a copy to the Inspectorate.

### Article 39

In the event that the results of the monitoring and evaluation as referred to in Article 38 paragraph (2) there are uses of grants and social assistance that are not in accordance with the approved proposal, it is the responsibility of the recipient of subsidies, grants, social assistance or financial assistance.

## CHAPTER VI CLOSING

### Article 40

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

In order for everyone to know, ordering the promulgation of this Regent Regulation by placing it in the Sukoharjo Regency Regional Gazette.

Set in Sukoharjo  
on March 15, 2021  
SUKOHARJO REGENT,  
signed.

SOLAR ETHICS

Promulgated in Sukoharjo  
at the date of March 15, 2021

Acting REGIONAL SECRETARY

SUKOHARJO DISTRICT ,

signed.

BUDI SANTOSO

REGIONAL NEWS SUKOHARJO REGENCY  
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