**7.3 FORMATOS**

Los formatos están diseñados en *Excel*, a excepción de los formatos de actas y minutas, que están diseñadas en *Word*, respecto al organigrama su diseño será libre. La incorporación de los datos se procurará en forma automatizada y del propio sistema informático. Los archivos se entregarán en forma electrónica e impresa, con excepción de los padrones de contribuyentes: multas, catastro, licencias, beneficiarios de programas y todos aquellos que contengan bases de datos voluminosas, éstos se entregarán en formato electrónico.

Los formatos llevarán un orden y se integrarán de forma consecutiva, esto es, enumerando cada hoja con la finalidad de formar un solo expediente de entrega-recepción con sus respectivos tantos.

En el presente anexo, se encontrán los formatos relacionados en el presente como a continuación se indica:

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| **Grupo 1 General:** | |
| G1. | Acta de entrega-recepción. |
| G2. | Organigrama y estructura de la organización. |
| G3. | Plantilla de personal adscrito |
| G4. | Inventario de mobiliario y equipos cómputo. |
| G5. | Inventario de papelería y consumibles. |
| G6. | Inventario y corte de formas valoradas. |
| G7. | Inventario de vehículos, maquinaria y sus equipamientos. |
| G8. | Inventario equipo (herramienta, topografía, radios, protección, comunicación, especiales). |
| G9. | Inventario de materiales (alimentos, medicamentos, sustancias). |
| G10. | Inventario de inmuebles. |
| G11. | Inventario de contratos y convenios que impliquen una obligación. |
| G12. | Inventario de contratos y convenios que impliquen un beneficio. |
| G13. | Inventario expedientes en archivo. |
| G14. | Relación de asuntos pendientes (acuerdos de cabildo, juicios, gestiones, actividades, obras, diligencias). |
| G15. | Inventario diversos (sellos oficiales, placas oficiales, credenciales oficiales, obras de arte. |
| G16. | Inventario de acervo bibliográfico (biblioteca, leyes, reglamentos). |
| G17. | Inventario de archivo de concentración. |
| G18 | Constancia de no adeudo con la Tesorería Municipal. |

**Grupo 2 Tesorería:**

|  |  |
| --- | --- |
| T1. | Estado de Situación Financiera. |
| T2. | Estado de Actividades. |
| T3. | Estado de Variación en la Hacienda Pública. |
| T4. | Estado de Cambios en la Situación Financiera. |
| T5. | Estado de Flujos de Efectivo. |
| T6. | Estado Analítico del Activo. |
| T7. | Estado Analítico de Deuda y otros pasivos. |
| T8. | Notas a los Estados Financieros. |
| T9. | Estado Analítico de Ingresos (clasificación por Fuente |
|  | de Financiamiento y por Rubro de Ingresos). |
| T10. | Estado Analítico del Ejercicio del Presupuesto de Egresos ( clasificación por |
|  | Objeto de Gasto, Económica, Administrativa y Funcional). |
| T11. | Relación de Modificaciones al Presupuesto. |
| T12. | Relación de cuentas de Balance. |
| T13. | Conciliaciones bancarias. |
| T14. | Corte de caja. |
| T15. | Entrega de chequeras y cambio de registro de firmas. |
| T16. | Padrón de contribuyentes (predial, catastro, licencias, |
|  | bebidas alcohólicas, licencias giros diversos). |
| T17. | Relación de rezagos. |
| T18. | Relación de multas. |
| T19. | Relación de juicios sin concluir. |
| T20. | Relación de diligencias Proceso Administrativos de Ejecución |
|  | sin concluir o pendientes . |
| T21. | Entrega inventario de caja de seguridad (combinación, |
|  | inventario contenido). |
| T22. | Inventario de bienes embargados por Tesorería. |

**Grupo 3 Oficialía Mayor:**

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| OM1. | Plantilla de personal. |
| OM2. | Archivos del personal. |
| OM3. | Prestaciones pendientes de pago. |
| OM4. | Inventario de inmuebles. |
| OM5. | Inventario de bienes muebles asignados a instituciones descentralizadas, a organizaciones o instituciones. |
| OM6. | Inventario de contratos de bienes adquiridos para uso o explotación (arrendamiento, comodato, etc.). |
| OM7. | Inventario de contratos y convenios que impliquen un beneficio. |
| OM8. | Inventario de actas de comité de compras. |
| OM9. | Padrón de proveedores. |

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| **Grupo 4 Obra Pública y Planeación:** | |
| OP1. Plan Municipal de Desarrollo. | |
| OP2. Presupuesto Anual, Programas, Subprogramas, Obras, Acciones e Indicadores. | |
| OP3. Programa Operativo Anual de Obra *(POA)*. | |
| OP4. Avance financiero y presupuestal de obras. | |
| OP5. Modificaciones *POA* y sustentos. | |
| OP6. Actas de Consejo para Desarrollo Municipal. | |
| OP7. Actas de Comité Municipal de Obras *.* | |
| OP8. Actas de Comités Comunitarios. | |
| OP9. Plan Rector de Desarrollo Urbano. | |
| OP10. Inventario de expedientes en archivo de procesos de urbanización | |
| Autorización de Programa Parcial de Urbanización . | |
| Autorización de Proyecto Ejecutivo de Urbanización . | |
| Autorización de Licencias de Urbanización | |
| Autorización de Incorporaciones Municipales. | |
| Autorización de Municipalizaciones. | |
| Autorización de Licencias de Construcción. | |
| Autorización de Dictámenes de Uso de Vocación de Suelo. | |
| OP11. Relación de obra ejecutada y terminada con su expediente. | |
| OP12 Relación de obra en proceso y expedientes de obra. | |
| OP13. Relación de documentos que integran el expediente de obra. | |
| OP14. Bitácoras de obra pendientes de pago. | |
| OP15.Obra con contrato no ejecutada. | |
| OP16. Expediente de Actas de Cabildo por autorizaciones de Obras. | |
| OP17. Contratos con comisionistas vigentes. | |
| OP18. Contratos de maquinaria pesada vigentes. | |
| OP19. Pólizas de obra con garantía vigentes. | |
| OP20. Publicaciones de Presupuesto de Obras y Obras Ejecutadas. | |
| **Grupo 5 Programas Sociales:**  PS1. Presupuesto por programas sociales autorizados para el ejercicio y avance presupuestal**.**  PS2. Normativa específica vigente para cada programa. | |

PS3. Convenios con Sedesol y calendario de ministraciones de recursos.

PS4. Informes trimestrales remitidos a *Sedesol*.

PS5. Padrón de beneficiarios de programas tipo subsidio.

PS6. Padrón de beneficiarios de programas tipo crédito

PS7. Relación de apoyos comprometidos pendientes de entregar por programa.

PS8. Relación de aportaciones de beneficiarios por programas y estado de las aportaciones.

PS9. Relación de obras comprometidas pendientes de ejecutar con aportaciones de beneficiarios.

PS10. Relación de cuentas por cobrar a beneficiarios de programas.

**Grupo 6 Servicios Públicos:**

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| SPM1. Relación de servicios. |
| SPM2. Relación de rutas y roles de trabajo. |
| SPM3. Relación de convenios con prestadoras de servicios. |
| SPM4. Relación de convenios para prestar servicios. |

**Grupo 7 Seguridad Pública:**

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| SEG1. Inventario de equipamiento de seguridad y armas. |
| SEG2. Inventario vehicular y equipamiento. |
| SEG3. Red de comunicación sistemas, radio y telecomunicación. |
| SEG4. Rutas y roles de patrullaje. |
| SEG5. Inventario de vehículos en resguardo y estatus jurídico. |
| SEG6. Programas de seguridad y su estatus, en ejecución y en desarrollo. |
| SEG7. Relación cronológica de eventos especiales y programa de seguridad. |
| SEG8. Base de Operación Mixta. |
| SEG9. Resguardo de documentos oficiales de particulares y estatus jurídico. |
| SEG10.Relación de Personal y estatus de Control de Confianza. |
| SEG11. Cárcel Municipal Relación de Detenidos. |

**Grupo 8 Sistemas e Informática:**

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| SIS1. Inventario de equipamiento de informática. |
| SIS2. Inventario red de intercomunicación. |
| SIS3. Sistema de informática. |
| SIS4. Base de datos. |
| SIS5. Sistemas y aplicaciones web. |
| SIS6. Claves y accesos al administrador. |

**Acta de Entrega- Recepción 2018.**

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Municipio: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dependencia: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

En la ciudad de \_\_\_\_\_\_\_\_\_\_\_\_\_\_, en el Estado de Colima, a las \_\_\_\_ horas del día 16 de octubre de 2018, en las instalaciones que ocupa el Despacho de \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ubicado en la calle \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ número \_\_\_\_ y de conformidad a las disposiciones contenidas en los artículos 90 y 91, de la Constitución Política del Estado Libre y Soberano de Colima; 30, 33 y 34 de la Ley del Municipio Libre del Estado de Colima; se constituyeron física y legalmente para proceder al acto de Entrega-Recepción, los siguientes participantes.--------------------------------------

1) Autoridad saliente, el C.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, encargado del Despacho de \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, según nombramiento expedido por el C.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, de fecha\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ quien manifiesta tener \_\_\_\_ años de edad, estado civil \_\_\_\_\_, domiciliado en la calle \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ número \_\_\_\_ de la colonia \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, identificándose, además de su nombramiento con su credencial para votar expedida por el Instituto Federal Electoral con número \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.--------------------------------------------------------

2) Autoridad entrante, el C. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, asignando mediante escrito de Presidente Electo de fecha \_\_\_\_ para recibir el Despacho de \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**,** quién manifiesta tener \_\_\_\_ años de edad, estado civil \_\_\_\_\_\_\_, domiciliado en la calle \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ número \_\_\_\_ de la colonia \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ e identificándose con su credencial para votar expedida por el Instituto Federal Electoral con número \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.----------------------------------------------------------------

3) Síndicos Salientes, el C. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, según nombramiento expedido por el C.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, de fecha\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ quien manifiesta tener \_\_\_\_ años de edad, estado civil \_\_\_\_\_, domiciliado en la calle \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ número \_\_\_\_ de la colonia \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, identificándose, además de su nombramiento con su credencial para votar expedida por el Instituto Federal Electoral con número \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.--------------------------------------------------------

4. Síndicos Entrantes. según nombramiento expedido por el C.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, de fecha\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ quien manifiesta tener \_\_\_\_ años de edad, estado civil \_\_\_\_\_, domiciliado en la calle \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ número \_\_\_\_ de la colonia \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, identificándose, además de su nombramiento con su credencial para votar expedida por el Instituto Federal Electoral con número \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.--------------

5) Y, Órgano Interno de Control entrante, según nombramiento expedido por el C.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, de fecha\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ quien manifiesta tener \_\_\_\_ años de edad, estado civil \_\_\_\_\_, domiciliado en la calle \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ número \_\_\_\_ de la colonia \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, identificándose, además de su nombramiento con su credencial para votar expedida por el Instituto Federal Electoral con número \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.--------------------------------------------------------

Acto continuo, se procede a efectuar la entrega-recepción física de los recursos financieros, presupuestales, humanos, materiales y de todos los informes y asuntos de competencia del Despacho. Los documentos se presentan conforme los lineamientos y normativa descrita en el Manual de Entrega Recepción Municipal 2018 del Órgano Superior de Auditoría y Fiscalización Gubernamental. Se procede a entregar y recibir \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (cantidad en letra) anexos que contienen los siguientes documentos:

G1. Acta de entrega-recepción.

G2. Organigrama y estructura de la organización.

G3. Plantilla de personal adscrito.

G4. Inventario de mobiliario y equipos cómputo.

G5. Inventario de papelería y consumibles.

G6. Inventario y corte de formas valoradas.

G7. Inventario de vehículos, maquinaria y sus equipamientos.

G8. Inventario equipo.

G9. Inventario de materiales.

G10. Inventario de inmuebles.

G11. Inventario de contratos y convenios que impliquen una obligación.

G12. Inventario de contratos y convenios que impliquen una beneficio.

G13. Inventario expedientes en archivo.

G14. Relación de asuntos pendientes.

G15. Inventarios diversos.

G16. Inventario de acervo bibliográfico.

G17. Inventario de archivo de concentración.

G18. Constancia de no adeudo con la Tesorería Municipal.

T1. Estado de Situación Financiera

T2. Estado de Actividades

T3. Estado de Variación en la Hacienda Pública

T4. Estado de Cambios en la Situación Financiera

T5. Estado de Flujo de Efectivo

T6. Estado Analítico del Activo

T7. Estado Analítico de la Deuda y Otros Pasivos

T8. Notas a los Estados Financieros

T9. Estado Analítico de Ingresos (clasificación por Rubro y Fuente de Financiamiento)

T10. Estado Analítico del Ejercicio del Presupuesto de Egresos (clasificación por Objeto de Gasto, Económica, Administrativa y Funcional)

T11. Relación de Modificaciones al Presupuesto

T12. Relación de cuentas de Balance

T13. Conciliaciones bancarias

T14. Corte de caja

T15. Entrega de chequeras y cambio de registro de firma

T16. Padrón de contribuyentes (predial, catastro, licencias bebidas alcohólicas, licencias giros diversos)

T17. Relación de rezagos

T18. Relación de multas

T19. Relación de juicios sin concluir

T20. Relación de diligencias Proceso Administrativos de Ejecución sin concluir o pendientes

T21. Entrega inventario de caja de seguridad (combinación, inventario contenido)

T22. Inventario de bienes embargados por Tesorería.

Asimismo el titular saliente, acepta que durante un término de quince días contados a partir de esta fecha, si la autoridad municipal le requiere, concurrirá a proporcionar la información adicional o las declaraciones necesarias en relación con los asuntos y recursos que estuvieron bajo su responsabilidad y se obliga a informar al Órgano Interno de Control, Entrante en casode cambio de domicilio, bajo el apercibimiento de las conductas que incurra pueden ser calificadas y/o sancionadas de conformidad con la Ley General de Responsabilidades Administrativas, por lo que tendrán disponibilidad si ésta le llama, durante ese período, para alguna aclaración o diligencia relacionada con el desempeño de su gestión.**----------------------------------------------------------**Leída la presente acta por los participantes conformes con su contenido, entregada y recibida la documentación y entregado y recibidos físicamente los bienes detallados en los anexos; las partes y testigos, dan por terminada esta diligencia siendo las \_\_\_\_ horas **(\_\_\_\_\_\_\_)** del día 16 de octubre de 2018. Se expide la presente acta en original y dos tantos; se entrega un tanto a la autoridad entrante, otro a la saliente y el tercer tanto al testigo asistente del Órgano Interno de Control, Entrante, firmando al margen y al calce todas y cada una de las hojas utilizadas y al final de la presente acta, los que en ella intervinieron, para su ratificación.- - - - - - - - - - - - - - - - - - - - - - - - - - - - -- - - - - - - - c o n s t e. - - - - -- - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -

**Dependencia \_\_\_\_\_\_ (sello)**

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| **Entrega**: C. Servidor público **Recibe:** C. Servidor público |
| del H. Ayuntamiento saliente del H. Ayuntamiento entrante |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
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| **Testigo de asistencia:**  Por Órgano Interno de Control Entrante |
| **C.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
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**Grupo 1 General**

**G2. Organigrama.**

Municipio: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dependencia: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**G3. Plantilla de personal adscrito. ENTREGA- RECEPCIÓN 2018**

Municipio de: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dependencia: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fecha de corte \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2018

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| Núm. progresivo | Nombre trabajador | Sindicalizado | Confianza | Eventual | Honorarios | Otros | Fecha de Ingreso | Tipo contratación | Cargo | Área de adscripción |
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Primer ejemplar autoridad entrante

Recibe: Nombre\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Segundo ejemplar autoridad saliente Cargo\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Entrega: Nombre \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tercer ejemplar: *Órgano Interno de Control, Entrante*

**G4. Inventario de mobiliario y equipos cómputo.**  **ENTREGA- RECEPCIÓN 2018**

Municipio de: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dependencia: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fecha de corte \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2018

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| Núm. progresivo | No de Inventario | Descripción del equipo | Marca | Modelo | Serie | Estado actual | Usuario Responsables | Resguardo |
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Primer ejemplar autoridad entrante

Recibe: Nombre\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Segundo ejemplar autoridad saliente Cargo\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Entrega: Nombre \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tercer ejemplar: *Órgano Interno de Control, Entrante*

**G5. Inventario de papelería y consumibles.**  **ENTREGA- RECEPCIÓN 2018**

Municipio de: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dependencia: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fecha de corte \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2018

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| Núm. progresivo | Cantidad | Unidad de medida | Descripción del artículo | Sello Oficial | Libre | Ubicación | Responsable |
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Primer ejemplar autoridad entrante

Recibe: Nombre\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Segundo ejemplar autoridad saliente Cargo\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Entrega: Nombre \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tercer ejemplar: *Órgano Interno de Control, Entrante*

**G6. Inventario y corte de formas valoradas.**  **ENTREGA- RECEPCIÓN 2018**

Municipio de: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dependencia: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fecha de corte \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2018

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| Núm. progresivo | Descripción forma oficial | Folio del: | Folio al: | Último número utilizado | Fecha de la última forma utilizada | Forma expedida a nombre de: |
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Primer ejemplar autoridad entrante

Recibe: Nombre\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Segundo ejemplar autoridad saliente Cargo\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Entrega: Nombre \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tercer ejemplar: *Órgano Interno de Control, Entrante*

**G7. Inventario de vehículos, maquinaria y sus equipamientos.**

Municipio de: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **ENTREGA- RECEPCIÓN 2018**

Dependencia: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_Fecha de corte \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2018

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| Núm. progresivo | No de Inventario | Descripción del equipo | Marca | Modelo | Serie | Placa | Estado actual | Usuario Responsable | Resguardo |
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Primer ejemplar autoridad entrante

Recibe: Nombre\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Segundo ejemplar autoridad saliente Cargo\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Entrega: Nombre \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tercer ejemplar: *Órgano Interno de Control, Entrante*

**G8. Inventario equipo de\*(herramienta, topografía, radios, protección, comunicación, especiales).** Municipio de: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **ENTREGA- RECEPCIÓN 2018**

Dependencia: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fecha de corte \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2018

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| Núm. progresivo | No de Inventario | Descripción del equipo | Marca | Modelo | Serie | Otros (calibre) | Estado actual | Usuario Responsable | Resguardo |
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Primer ejemplar autoridad entrante

Recibe: Nombre\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Segundo ejemplar autoridad saliente Cargo\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Entrega: Nombre \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tercer ejemplar: *Órgano Interno de Control, Entrante* \*Hacer anexos para cada tipo de equipo**.**

**G9. Inventario de materiales (alimentos, medicamentos, sustancias).**

Municipio de: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **ENTREGA- RECEPCIÓN 2018**

Dependencia: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fecha de corte \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2018

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| Núm. progresivo | Descripción del material | Unidad de Medida | Cantidad | Indicaciones especiales | Usuario Responsable |
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Primer ejemplar autoridad entrante

Recibe: Nombre\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Segundo ejemplar autoridad saliente Cargo\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Entrega: Nombre \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tercer ejemplar: *Órgano Interno de Control, Entrante*

**G10. Inventario de inmuebles.**

Municipio de: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **ENTREGA- RECEPCIÓN 2018**

Dependencia: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fecha de corte \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2018

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| Núm. progresivo | Clave catastral | Ubicación del inmueble | Superficie m₂ | Construcción m₂ | Valor Catastral | Uso | Datos de Escritura |
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Primer ejemplar autoridad entrante

Recibe: Nombre\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Segundo ejemplar autoridad saliente Cargo\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Entrega: Nombre \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tercer ejemplar: *Órgano Interno de Control, Entrante*

**G11. Inventario de contratos y convenios que impliquen una obligación.**

Municipio de: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **ENTREGA- RECEPCIÓN 2018**

Dependencia: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fecha de corte \_\_\_\_\_\_\_\_\_\_\_\_\_\_2018

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| Núm. progresivo | Tipo de contratación | Objeto | Partes | Fecha de Inicio | Fecha de Término | Vigencia | Valor de la obligación (pesos) | Observación |
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Primer ejemplar autoridad entrante

Recibe: Nombre\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Segundo ejemplar autoridad saliente Cargo\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Entrega: Nombre \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tercer ejemplar: *Órgano Interno de Control, Entrante*

**G12. Inventario de contratos y convenios que impliquen un beneficio.**

Municipio de: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **ENTREGA- RECEPCIÓN 2018**

Dependencia: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fecha de corte \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2018

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| Núm. progresivo | Tipo de contratación | Objeto | Partes | Fecha de Inicio | Fecha de Término | Vigencia | Beneficio (pesos) | Observación |
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Primer ejemplar autoridad entrante

Recibe: Nombre\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Segundo ejemplar autoridad saliente Cargo\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Entrega: Nombre \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tercer ejemplar: *Órgano Interno de Control, Entrante*

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| **G13. Inventario expedientes en archivo.** | | | | |  |  |  |  | |
| Municipio de: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | |  | **ENTREGA- RECEPCIÓN 2018** | | |
| Dependencia:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fecha de corte \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2018 | | | | | | | | | |
| Núm. progresivo | | Descripción de contenido | Folio de Inventario | | Fecha de inicio de archivo | Fecha último documento en archivo | Número de hojas | Comentarios y Observaciones | |
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| Segundo ejemplar autoridad saliente Cargo\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | |
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| Tercer ejemplar: *Órgano Interno de Control, Entrante \* INCLUYE ACTAS.* | | | | | | | | | |
| **G14. Relación de asuntos pendientes.** | | | |  | | | | |
| Municipio de: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **ENTREGA-RECEPCIÓN 2018** | | | | | | | | |
| Dependencia:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fecha de corte \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2018 | | | | | | | | |
| Núm. progresivo | Descripción del asunto pendientes | | | Indicaciones | | | | |
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Primer ejemplar autoridad entrante

Recibe: Nombre\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Segundo ejemplar autoridad saliente Cargo\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Entrega: Nombre \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tercer ejemplar: *Órgano Interno de Control, Entrante \* INCLUYE ACTAS.*

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| **G15. Inventarios diversos.** | | | | | | |  | | | | | | |  | | | |  |  | | | |
| Municipio de: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | **ENTREGA- RECEPCIÓN 2018** | | | | | | | | |
| Dependencia:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fecha de corte \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2018 | | | | | | | | | | | | | | | | | | | | | | |
| Núm. progresivo | | | Núm. de Inventario | Descripción del artículo | | | Características de identificación | | | | | | | Usuario Responsables | | | | Ubicación | Restricciones de uso | | | |
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| Primer ejemplar autoridad entrante | | | | | | | | | | | | | | | | | | | | | | |
| Recibe: Nombre\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | | | | | | |
| Segundo ejemplar autoridad saliente Cargo\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | | | | | | |
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| Tercer ejemplar: *Órgano Interno de Control, Entrante* | | | | | | | | | | | |  | |  | | | |  |  | | | |
| **G16. Inventario de acervo bibliográfico.** | | | | | | |  | | | | | | |  | | | |  |  | | | |
| Municipio de: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | **ENTREGA- RECEPCIÓN 2018** | | | | | | | |
| Dependencia:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fecha de corte \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2018 | | | | | | | | | | | | | | | | | | | | |
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| Tercer ejemplar: *Órgano Interno de Control, Entrante* | | | | | | | |  | | | | |  | | | |  | | |  |
| **G17. Inventario de archivo de concentración** | | | | | | | | | | |  | | | | |  | | | | | |
| Municipio de: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | **ENTREGA- RECEPCIÓN 2018** | | | | | |
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| Núm. progresivo | Núm. de Inventario | | | | Descripción del contenido | | | | Ubicación | | | | | | | Observación | | | | | |
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| Segundo ejemplar autoridad saliente Cargo\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | | | | | |
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Tercer ejemplar: OSAFIG *\* INCLUYE ACTAS.*

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| **G18. Constancia de no adeudo con la Tesorería Municipal** |  |  |
| Municipio de: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | **ENTREGA- RECEPCIÓN 2018** |
| Dependencia:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fecha de corte \_\_\_\_\_\_\_\_\_\_\_\_\_\_2018 | | |

**--------------------------------------------------------------------------------A C T A-------------------------------------------------------------------------------------**

En la ciudad de \_\_\_\_\_\_\_\_, Colima, a las \_\_\_\_ horas del día 15 de octubre de 2018, yo el Tesorero Municipal C.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ expido la presente constancia al C. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ quién se desempeñó como servidor público en la administración municipal saliente, constatando que a la fecha que se expide la presente, el citado servidor público no tiene adeudos con ésta Tesorería a mi cargo por cantidad alguna de dinero o valores que se le haya entregado durante su encargo o para desempeñar alguna comisión o diligencia inherente a su función o despacho. Esta constancia excluye adeudos de contribuciones si los tiene. Se extiende la presente a petición del interesado, para los efectos administrativos que a él convengan.

El Tesorero Municipal

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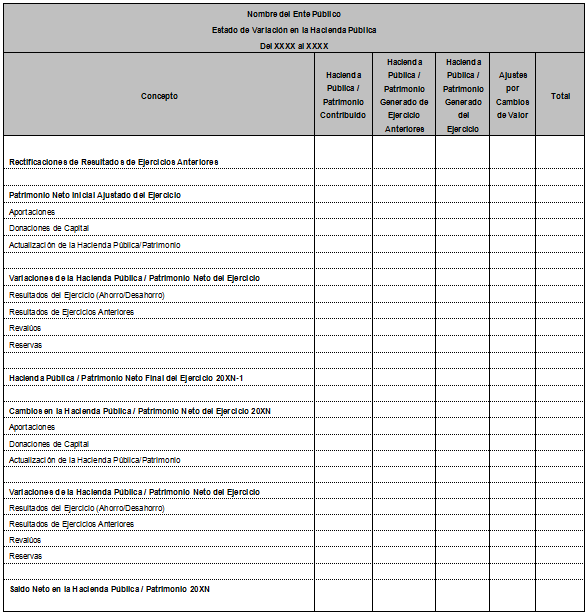
(Sello)

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| **T1. Estado de Situación Financiera\*.** | |  | | |  | |
| Municipio de: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | **ENTREGA- RECEPCIÓN 2018** | | |  | |
| Dependencia:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fecha de corte \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2018   |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **Nombre del Ente Público** | | | | | | | | **Estado de Situación Financiera** | | | | | | | | **Al XXXX** | | | | | | | | **ACTIVO** | **20XN** | **20XN-1** |  | **PASIVO** | **20XN** | **20XN-1** | |  | | |  |  | | | | **Activo Circulante** | | |  | **Pasivo Circulante** | | | | Efectivo y Equivalentes | | |  | Cuentas por Pagar a Corto Plazo | | | | Derechos a Recibir Efectivo o Equivalentes | | |  | Documentos por Pagar a Corto Plazo | | | | Derechos a Recibir Bienes o Servicios | | |  | Porción a Corto Plazo de la Deuda Pública a Largo Plazo | | | | Inventarios | | |  | Títulos y Valores a Corto Plazo | | | | Almacenes | | |  | Pasivos Diferidos a Corto Plazo | | | | Estimación por Pérdida o Deterioro de Activos Circulantes | | |  | Fondos y Bienes de Terceros en Garantía y/o Administración a Corto Plazo | | | | Otros Activos Circulantes | | |  | Provisiones a Corto Plazo | | | |  | | |  | Otros Pasivos a Corto Plazo | | | | *Total de Activos Circulantes* | | |  |  | | | |  | | |  | *Total de Pasivos Circulantes* | | | | **Activo No Circulante** | | |  |  | | | | Inversiones Financieras a Largo Plazo | | |  | **Pasivo No Circulante** | | | | Derechos a Recibir Efectivo o Equivalentes a Largo Plazo | | |  | Cuentas por Pagar a Largo Plazo | | | | Bienes Inmuebles, Infraestructura y Construcciones en Proceso | | |  | Documentos por Pagar a Largo Plazo | | | | Bienes Muebles | | |  | Deuda Pública a Largo Plazo | | | | Activos Intangibles | | |  | Pasivos Diferidos a Largo Plazo | | | | Depreciación, Deterioro y Amortización Acumulada de Bienes | | |  | Fondos y Bienes de Terceros en Garantía y/o en Administración a Largo Plazo | | | | Activos Diferidos | | |  | Provisiones a Largo Plazo | | | | Estimación por Pérdida o Deterioro de Activos no Circulantes | | |  |  | | | |  | | |  | *Total de Pasivos No Circulantes* | | | | Otros Activos no Circulantes | | |  |  | | | |  | | |  | ***Total del Pasivo*** | | | | *Total de Activos No Circulantes* | | |  |  | | | |  | | |  | **HACIENDA PÚBLICA/PATRIMONIO** | | | | ***Total del Activo*** | | |  |  | | | |  | | |  | ***Hacienda Pública/Patrimonio Contribuido*** | | | |  | | |  | Aportaciones | | | |  | | |  | Donaciones de Capital | | | |  | | |  | Actualización de la Hacienda Pública/Patrimonio | | | |  | | |  |  | | | |  | | |  | ***Hacienda Pública/Patrimonio Generado*** | | | |  | | |  | Resultados del Ejercicio (Ahorro/ Desahorro) | | | |  | | |  | Resultados de Ejercicios Anteriores | | | |  | | |  | Revalúos | | | |  | | |  | Reservas | | | |  | | |  | Rectificaciones de Resultados de Ejercicios Anteriores | | | |  | | |  |  | | | |  | | |  | ***Exceso o Insuficiencia en la Actualización de la Hacienda Pública/Patrimonio*** | | | |  | | |  | Resultado por Posición Monetaria | | | |  | | |  | Resultado por Tenencia de Activos no Monetarios | | | |  | | |  |  | | | |  | | |  | *Total Hacienda Pública/Patrimonio* | | | |  | | |  |  | | | |  | | |  | ***Total del Pasivo y Hacienda Pública/Patrimonio*** | | | |  | | |  |  | | | | | | | | | |
| Primer ejemplar autoridad entrante | | | | | | |
| Recibe: Nombre\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | |
| Segundo ejemplar autoridad saliente Cargo\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | |
| Entrega: Nombre \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | |
| Tercer ejemplar: OSAFIG \*Formato Nor\_01\_08\_001 . | | | |  | | |
| **T2. Estado de Actividades\*.** | | |  | | |  |  |  |
| Municipio de: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | **ENTREGA- RECEPCIÓN 2018** | | |  |  |  |
| Dependencia:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fecha de corte \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2018 | | | | | | | | |

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| **Nombre del Ente Público** | | | | | |
| **Estado de Actividades** | | | | | |
| **Del XXXX al XXXX** | | | | | |
|  |  |  |  | **20XN** | **20XN-1** |
| **INGRESOS Y OTROS BENEFICIOS** | | | |  |  |
| **Ingresos de la Gestión:** | | | |  |  |
|  | Impuestos | | |  |  |
|  | Cuotas y Aportaciones de Seguridad Social | | |  |  |
|  | Contribuciones de Mejoras | | |  |  |
|  | Derechos | | |  |  |
|  | Productos de Tipo Corriente¹ | | |  |  |
|  | Aprovechamientos de Tipo Corriente | | |  |  |
|  | Ingresos por Venta de Bienes y Servicios | | |  |  |
|  | Ingresos no Comprendidos en las Fracciones de la Ley de Ingresos Causados en Ejercicios Fiscales Anteriores Pendientes de Liquidación o Pago | | |  |  |
| **Participaciones, Aportaciones, Transferencias, Asignaciones, Subsidios y Otras Ayudas** | | | |  |  |
|  | Participaciones y Aportaciones | | |  |  |
|  | Transferencia, Asignaciones, Subsidios y Otras Ayudas | | |  |  |
| **Otros Ingresos y Beneficios** | | | |  |  |
|  | Ingresos Financieros | | |  |  |
|  | Incremento por Variación de Inventarios | | |  |  |
|  | Disminución del Exceso de Estimaciones por Pérdida o Deterioro u Obsolescencia | | |  |  |
|  | Disminución del Exceso de Provisiones | | |  |  |
|  | Otros Ingresos y Beneficios Varios | | |  |  |
|  |  |  |  |  |  |
| ***Total de Ingresos y Otros Beneficios*** | | | |  |  |
|  |  |  |  |  |  |
| **GASTOS Y OTRAS PÉRDIDAS** | | | |  |  |
| **Gastos de Funcionamiento** | | | |  |  |
|  | Servicios Personales | | |  |  |
|  | Materiales y Suministros | | |  |  |
|  | Servicios Generales | | |  |  |
| **Transferencia, Asignaciones, Subsidios y Otras Ayudas** | | | |  |  |
|  | Transferencias Internas y Asignaciones al Sector Público | | |  |  |
|  | Transferencias al Resto del Sector Público | | |  |  |
|  | Subsidios y Subvenciones | | |  |  |
|  | Ayudas Sociales | | |  |  |
|  | Pensiones y Jubilaciones | | |  |  |
|  | Transferencias a Fideicomisos, Mandatos y Contratos Análogos | | |  |  |
|  | Transferencias a la Seguridad Social | | |  |  |
|  | Donativos | | |  |  |
|  | Transferencias al Exterior | | |  |  |
| **Participaciones y Aportaciones** | | | |  |  |
|  | Participaciones | | |  |  |
|  | Aportaciones | | |  |  |
|  | Convenios | | |  |  |
| **Intereses, Comisiones y Otros Gastos de la Deuda Pública** | | | |  |  |
|  | Intereses de la Deuda Pública | | |  |  |
|  | Comisiones de la Deuda Pública | | |  |  |
|  | Gastos de la Deuda Pública | | |  |  |
|  | Costo por Coberturas | | |  |  |
|  | Apoyos Financieros | | |  |  |
| **Otros Gastos y Pérdidas Extraordinarias** | | | |  |  |
|  | Estimaciones, Depreciaciones, Deterioros, Obsolescencia y Amortizaciones | | |  |  |
|  | Provisiones | | |  |  |
|  | Disminución de Inventarios | | |  |  |
|  | Aumento por Insuficiencia de Estimaciones por Pérdida o Deterioro y Obsolescencia | | |  |  |
|  | Aumento por Insuficiencia de Provisiones | | |  |  |
|  | Otros Gastos | | |  |  |
| **Inversión Pública** | | | |  |  |
|  | Inversión Pública no Capitalizable | | |  |  |
|  | | | |  |  |
| **Total de Gastos y Otras Pérdidas** | | | |  |  |
|  |  |  |  |  |  |
| **Resultados del Ejercicio (Ahorro/Desahorro)** | | | |  |  |
|  |  |  |  |  |  |
| ¹No se incluyen: Utilidades e Intereses. Por regla de presentación se revelan como Ingresos Financieros. | | | |  |  |

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| Primer ejemplar autoridad entrante |
| Recibe: Nombre\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Segundo ejemplar autoridad saliente Cargo\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Entrega: Nombre \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Tercer ejemplar: OSAFIG \*Formato Nor\_01\_08\_002 |

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| **T3. Estado de Variación en la Hacienda Pública\*.** |  |  |
| Municipio de: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **ENTREGA- RECEPCIÓN 2018** |  |
| Dependencia:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fecha de corte \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2018 | |  |

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| Primer ejemplar autoridad entrante |
| Recibe: Nombre\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Segundo ejemplar autoridad saliente Cargo\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Entrega: Nombre \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Tercer ejemplar: *Órgano Interno de Control, Entrante* \*Utilizar formato Nor\_01\_08\_003;

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| **T4. Estado de Cambios en la Situación Financiera\*.** |  |  |
| Municipio de: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **ENTREGA- RECEPCIÓN 2018** |  |
| Dependencia:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fecha de corte \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2018 | |  |

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| **Nombre del Ente Público** | | |
| **Estado de Cambios en la Situación Financiera** | | |
| **Del XXXX al XXXX** | | |
|  | **Origen** | **Aplicación** |
| **ACTIVO** |  |  |
| ***Activo Circulante*** |  |  |
| Efectivo y Equivalentes |  |  |
| Derechos a Recibir Efectivo o Equivalentes |  |  |
| Derechos a Recibir Bienes o Servicios |  |  |
| Inventarios |  |  |
| Almacenes |  |  |
| Estimación por Pérdida o Deterioro de Activos Circulantes |  |  |
| Otros Activos Circulantes |  |  |
|  |  |  |
| ***Activo No Circulante*** |  |  |
| Inversiones Financieras a Largo Plazo |  |  |
| Derechos a Recibir Efectivo o Equivalentes a Largo Plazo |  |  |
| Bienes Inmuebles, Infraestructura y Construcciones en Proceso |  |  |
| Bienes Muebles |  |  |
| Activos Intangibles |  |  |
| Depreciación, Deterioro y Amortización Acumulada de Bienes |  |  |
| Activos Diferidos |  |  |
| Estimación por Pérdida o Deterioro de Activos no Circulantes |  |  |
| Otros Activos no Circulantes |  |  |
|  |  |  |
| **PASIVO** |  |  |
| ***Pasivo Circulante*** |  |  |
| Cuentas por Pagar a Corto Plazo |  |  |
| Documentos por Pagar a Corto Plazo |  |  |
| Porción a Corto Plazo de la Deuda Pública a Largo Plazo |  |  |
| Títulos y Valores a Corto Plazo |  |  |
| Pasivos Diferidos a Corto Plazo |  |  |
| Fondos y Bienes de Terceros en Garantía y/o Administración a Corto Plazo |  |  |
| Provisiones a Corto Plazo |  |  |
| Otros Pasivos a Corto Plazo |  |  |
|  |  |  |
| ***Pasivo No Circulante*** |  |  |
| Cuentas por Pagar a Largo Plazo |  |  |
| Documentos por Pagar a Largo Plazo |  |  |
| Deuda Pública a Largo Plazo |  |  |
| Pasivos Diferidos a Largo Plazo |  |  |
| Fondos y Bienes de Terceros en Garantía y/o en Administración a Largo Plazo |  |  |
| Provisiones a Largo Plazo |  |  |
|  |  |  |
| **HACIENDA PUBLICA/PATRIMONIO** |  |  |
| ***Hacienda Pública/Patrimonio Contribuido*** |  |  |
| Aportaciones |  |  |
| Donaciones de Capital |  |  |
| Actualización de la Hacienda Pública/Patrimonio |  |  |
|  |  |  |
| ***Hacienda Pública/Patrimonio Generado*** |  |  |
| Resultados del Ejercicio (Ahorro/ Desahorro) |  |  |
| Resultados de Ejercicios Anteriores |  |  |
| Revalúos |  |  |
| Reservas |  |  |
| Rectificaciones de Resultados de Ejercicios Anteriores |  |  |
|  |  |  |
| ***Exceso o Insuficiencia en la Actualización de la Hacienda Pública/Patrimonio*** |  |  |
| Resultado por Posición Monetaria |  |  |
| Resultado por Tenencia de Activos no Monetarios |  |  |

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| Primer ejemplar autoridad entrante |
| Recibe: Nombre\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Segundo ejemplar autoridad saliente Cargo\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Entrega: Nombre \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Tercer ejemplar: *Órgano Interno de Control, Entrante* \*Utilizar formato Nor\_01\_08\_006;

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| **T5. Estado de Flujo de Efectivo\*.** |  |
| Municipio de: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **ENTREGA- RECEPCIÓN 2018** |
| Dependencia:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fecha de corte \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2018 | |

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| **Nombre del Ente Público**  **Estado de Flujos de Efectivo**  **Del XXXX al XXXX** | | | | |
| **Concepto** | | | **20XN** | **20XN-1** |
|  | | | | |
| **Flujos de Efectivo de las Actividades de Operación** | | |  |  |
|  | **Origen** | |  |  |
|  |  | Impuestos |  |  |
|  |  | Cuotas y Aportaciones de Seguridad Social |  |  |
|  |  | Contribuciones de mejoras |  |  |
|  |  | Derechos |  |  |
|  |  | Productos de Tipo Corriente |  |  |
|  |  | Aprovechamientos de Tipo Corriente |  |  |
|  |  | Ingresos por Venta de Bienes y Servicios |  |  |
|  |  | Ingresos no Comprendidos en las Fracciones de la Ley de Ingresos Causados en Ejercicios Fiscales Anteriores Pendientes de Liquidación o Pago |  |  |
|  |  | Participaciones y Aportaciones |  |  |
|  |  | Transferencias, Asignaciones y Subsidios y Otras Ayudas |  |  |
|  |  | Otros Orígenes de Operación |  |  |
|  | **Aplicación** | |  |  |
|  |  | Servicios Personales |  |  |
|  |  | Materiales y Suministros |  |  |
|  |  | Servicios Generales |  |  |
|  |  | Transferencias Internas y Asignaciones al Sector Público |  |  |
|  |  | Transferencias al resto del Sector Público |  |  |
|  |  | Subsidios y Subvenciones |  |  |
|  |  | Ayudas Sociales |  |  |
|  |  | Pensiones y Jubilaciones |  |  |
|  |  | Transferencias a Fideicomisos, Mandatos y Contratos Análogos |  |  |
|  |  | Transferencias a la Seguridad Social |  |  |
|  |  | Donativos |  |  |
|  |  | Transferencias al Exterior |  |  |
|  |  | Participaciones |  |  |
|  |  | Aportaciones |  |  |
|  |  | Convenios |  |  |
|  |  | Otras Aplicaciones de Operación |  |  |
| ***Flujos Netos de Efectivo por Actividades de Operación*** | | |  |  |
|  | | | | |
| **Flujos de Efectivo de las Actividades de Inversión** | | |  |  |
|  | **Origen** | |  |  |
|  |  | Bienes Inmuebles, Infraestructura y Construcciones en Proceso |  |  |
|  |  | Bienes Muebles |  |  |
|  |  | Otros Orígenes de Inversión |  |  |
|  | **Aplicación** | |  |  |
|  |  | Bienes Inmuebles, Infraestructura y Construcciones en Proceso |  |  |
|  |  | Bienes Muebles |  |  |
|  |  | Otras Aplicaciones de Inversión |  |  |
| ***Flujos Netos de Efectivo por Actividades de Inversión*** | | |  |  |
|  | | | | |
| **Flujo de Efectivo de las Actividades de Financiamiento** | | |  |  |
|  | **Origen** | |  |  |
|  |  | Endeudamiento Neto |  |  |
|  |  | Interno |  |  |
|  |  | Externo |  |  |
|  |  | Otros Orígenes de Financiamiento |  |  |
|  | **Aplicación** | |  |  |
|  |  | Servicios de la Deuda |  |  |
|  |  | Interno |  |  |
|  |  | Externo |  |  |
|  |  | Otras Aplicaciones de Financiamiento |  |  |
| ***Flujos netos de Efectivo por Actividades de Financiamiento*** | | |  |  |
|  | | | | |
| ***Incremento/Disminución Neta en el Efectivo y Equivalentes al Efectivo*** | | |  |  |
|  | | | | |
| ***Efectivo y Equivalentes al Efectivo al Inicio del Ejercicio*** | | |  |  |
| ***Efectivo y Equivalentes al Efectivo al Final del Ejercicio*** | | |  |  |
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| Primer ejemplar autoridad entrante |
| Recibe: Nombre\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Segundo ejemplar autoridad saliente Cargo\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Entrega: Nombre \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Tercer ejemplar: *Órgano Interno de Control, Entrante* \*Utilizar formato Nor\_01\_08\_007

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| **T6. Estado Analítico del Activo\*.** | | | | | | |  | | | |
| Municipio de: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | **ENTREGA- RECEPCIÓN 2018** | | | |
| Dependencia:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fecha de corte \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2018 | | | | | | | | | | |
| **Nombre del Ente Público** | | | | | | | | | |
| **Estado Analítico del Activo** | | | | | | | | | |
| **Del XXXX al XXXX** | | | | | | | | | |
| **Concepto** | | | | **Saldo Inicial 1** | **Cargos del Periodo 2** | **Abonos del Periodo 3** | **Saldo Final**  **4 (1+2-3)** | | **Variación del Periodo**  **(4-1)** |
|  | | | |  |  |  |  | |  |
| **ACTIVO** | | | |  |  |  |  | |  |
|  | |  | |  |  |  |  | |  |
|  | | ***Activo Circulante*** | |  |  |  |  | |  |
|  | | Efectivo y Equivalentes | |  |  |  |  | |  |
|  | | Derechos a Recibir Efectivo o Equivalentes | |  |  |  |  | |  |
|  | | Derechos a Recibir Bienes o Servicios | |  |  |  |  | |  |
|  | | Inventarios | |  |  |  |  | |  |
|  | | Almacenes | |  |  |  |  | |  |
|  | | Estimación por Pérdida o Deterioro de Activos Circulantes | |  |  |  |  | |  |
|  | | Otros Activos Circulantes | |  |  |  |  | |  |
|  | |  | |  |  |  |  | |  |
|  | | ***Activo No Circulante*** | |  |  |  |  | |  |
|  | | Inversiones Financieras a Largo Plazo | |  |  |  |  | |  |
|  | | Derechos a Recibir Efectivo o Equivalentes a Largo Plazo | |  |  |  |  | |  |
|  | | Bienes Inmuebles, Infraestructura y Construcciones en Proceso | |  |  |  |  | |  |
|  | | Bienes Muebles | |  |  |  |  | |  |
|  | | Activos Intangibles | |  |  |  |  | |  |
|  | | Depreciación, Deterioro y Amortización Acumulada de Bienes | |  |  |  |  | |  |
|  | | Activos Diferidos | |  |  |  |  | |  |
|  | | Estimación por Pérdida o Deterioro de Activos no Circulantes | |  |  |  |  | |  |
|  | | Otros Activos no Circulantes | |  |  |  |  | |  |
|  | |  | |  |  |  |  | |  |
| Primer ejemplar autoridad entrante | | | | | | | |
| Recibe: Nombre\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | |
| Segundo ejemplar autoridad saliente Cargo\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | |
| Entrega: Nombre \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | |

Tercer ejemplar: *Órgano Interno de Control, Entrante* \*Utilizar formato Nor\_01\_08\_004

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| **T7. Estado Analítico de la Deuda y Otros Pasivos\*.** | | | | | | |  | |
| Municipio de: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | **ENTREGA- RECEPCIÓN 2018** | |
| Dependencia:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fecha de corte \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2018 | | | | | | | | |
| **Nombre del Ente Público** | | | | | | |
| **Estado Analítico de la Deuda y Otros Pasivos** | | | | | | |
| **Del XXXX al XXXX** | | | | | | |
| **Denominación de las Deudas** | | **Moneda de Contratación** | **Institución o País Acreedor** | **Saldo Inicial del Periodo** | **Saldo Final del Periodo** | |
| ***DEUDA PÚBLICA*** | |  |  |  |  | |
| **Corto Plazo** | |  |  |  |  | |
| **Deuda Interna** | |  |  |  |  | |
|  | Instituciones de Crédito |  |  |  |  | |
|  | Títulos y Valores |  |  |  |  | |
|  | Arrendamientos Financieros |  |  |  |  | |
|  |  |  |  |  |  | |
| **Deuda Externa** | |  |  |  |  | |
|  | Organismos Financieros Internacionales |  |  |  |  | |
|  | Deuda Bilateral |  |  |  |  | |
|  | Títulos y Valores |  |  |  |  | |
|  | Arrendamientos Financieros |  |  |  |  | |
|  |  |  |  |  |  | |
|  | *Subtotal Corto Plazo* |  |  |  |  | |
| **Largo Plazo** | |  |  |  |  | |
| **Deuda Interna** | |  |  |  |  | |
|  | Instituciones de Crédito |  |  |  |  | |
|  | Títulos y Valores |  |  |  |  | |
|  | Arrendamientos Financieros |  |  |  |  | |
|  |  |  |  |  |  | |
| **Deuda Externa** | |  |  |  |  | |
|  | Organismos Financieros Internacionales |  |  |  |  | |
|  | Deuda Bilateral |  |  |  |  | |
|  | Títulos y Valores |  |  |  |  | |
|  | Arrendamientos Financieros |  |  |  |  | |
|  |  |  |  |  |  | |
|  | *Subtotal Lago Plazo* |  |  |  |  | |
|  |  |  |  |  |  | |
| **Otros Pasivos** | |  |  |  |  | |
|  |  |  |  |  |  | |
|  | **Total Deuda y Otros Pasivos** |  |  |  |  | |
|  | |  |  |  |  | |

Primer ejemplar autoridad entrante

Recibe: Nombre\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Segundo ejemplar autoridad saliente Cargo\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Entrega: Nombre \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tercer ejemplar: *Órgano Interno de Control, Entrante* \*Utilizar formato Nor\_01\_08\_005

**T8. Notas a los Estados Financieros**

|  |  |
| --- | --- |
| Municipio de: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **ENTREGA- RECEPCIÓN 2018** |
| Dependencia:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fecha de corte \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2018 | |

Con el propósito de dar cumplimiento a los artículos 46 y 49 de la Ley General de Contabilidad Gubernamental, los entes públicos deberán acompañar notas a los estados financieros cuyos rubros así lo requieran teniendo presente los postulados de revelación suficiente e importancia relativa con la finalidad, que la información sea de mayor utilidad para los usuarios.

A continuación se presentan los tres tipos de notas que acompañan a los estados, a saber:

a) Notas de desglose;

b) Notas de memoria (cuentas de orden), y

c) Notas de gestión administrativa.

**a) NOTAS DE DESGLOSE**

**I) Notas al Estado de Situación Financiera**

**Activo**

**Efectivo y Equivalentes**

1. Se informará acerca de los fondos con afectación específica, el tipo y monto de los mismos; de las inversiones financieras se revelará su tipo y monto, su clasificación en corto y largo plazo separando aquéllas que su vencimiento sea menor a 3 meses.

**Derechos a recibir Efectivo y Equivalentes y Bienes o Servicios a Recibir**

2. Por tipo de contribución se informará el monto que se encuentre pendiente de cobro y por recuperar de hasta cinco ejercicios anteriores, asimismo se deberán considerar los montos sujetos a algún tipo de juicio con una antigüedad mayor a la señalada y la factibilidad de cobro.

3. Se elaborará, de manera agrupada, los derechos a recibir efectivo y equivalentes, y bienes o servicios a recibir, (excepto cuentas por cobrar de contribuciones o fideicomisos que se encuentran dentro de inversiones financieras, participaciones y aportaciones de capital) en una desagregación por su vencimiento en días a 90, 180, menor o igual a 365 y mayor a 365. Adicionalmente, se informará de las características cualitativas relevantes que le afecten a estas cuentas.

**Bienes Disponibles para su Transformación o Consumo (inventarios)**

4. Se clasificarán como bienes disponibles para su transformación aquéllos que se encuentren dentro de la cuenta Inventarios. Esta nota aplica para aquellos entes públicos que realicen algún proceso de transformación y/o elaboración de bienes.

En la nota se informará del sistema de costeo y método de valuación aplicados a los inventarios, así como la conveniencia de su aplicación dada la naturaleza de los mismos. Adicionalmente, se revelará el impacto en la información financiera por cambios en el método o sistema.

5. De la cuenta Almacén se informará acerca del método de valuación, así como la conveniencia de su aplicación. Adicionalmente, se revelará el impacto en la información financiera por cambios en el método.

**Inversiones Financieras**

6. De la cuenta Inversiones financieras, que considera los fideicomisos, se informará de éstos los recursos asignados por tipo y monto, y características significativas que tengan o puedan tener alguna incidencia en las mismas.

7. Se informará de las inversiones financieras, los saldos de las participaciones y aportaciones de capital.

**Bienes Muebles, Inmuebles e Intangibles**

8. Se informará de manera agrupada por cuenta, los rubros de Bienes Muebles e Inmuebles, el monto de la depreciación del ejercicio y la acumulada, el método de depreciación, tasas aplicadas y los criterios de aplicación de los mismos. Asimismo, se informará de las características significativas del estado en que se encuentren los activos.

9. Se informará de manera agrupada por cuenta, los rubros de activos intangibles y diferidos, su monto y naturaleza, amortización del ejercicio, amortización acumulada, tasa y método aplicados.

**Estimaciones y Deterioros**

10. Se informarán los criterios utilizados para la determinación de las estimaciones; por ejemplo: estimación de cuentas incobrables, estimación de inventarios, deterioro de activos biológicos y cualquier otra que aplique.

**Otros Activos**

11. De las cuentas de otros activos se informará por tipo circulante o no circulante, los montos totales asociados y sus características cualitativas significativas que les impacten financieramente.

**Pasivo[[1]](#footnote-1)2**

1. Se elaborará una relación de las cuentas y documentos por pagar en una desagregación por su vencimiento en días a 90, 180, menor o igual a 365 y mayor a 365. Asimismo, se informará sobre la factibilidad del pago de dichos pasivos.

2. Se informará de manera agrupada los recursos localizados en Fondos de Bienes de Terceros en Administración y/o en Garantía a corto y largo plazo, así como la naturaleza de dichos recursos y sus características cualitativas significativas que les afecten o pudieran afectarles financieramente.

3. Se informará de las cuentas de los pasivos diferidos y otros, su tipo, monto y naturaleza, así como las características significativas que les impacten o pudieran impactarles financieramente.

**II) Notas al Estado de Actividades**

**Ingresos de Gestión**

1. De los rubros de impuestos, contribuciones de mejoras, derechos, productos, aprovechamientos, participaciones y aportaciones, y transferencias, subsidios, otras ayudas y asignaciones, se informarán los montos totales de cada clase (tercer nivel del Clasificador por Rubro de Ingresos), así como de cualquier característica significativa.

2. Se informará, de manera agrupada, el tipo, monto y naturaleza de la cuenta de otros ingresos, asimismo se informará de sus características significativas.

**Gastos y Otras Pérdidas:**

1. Explicar aquellas cuentas de gastos de funcionamiento, transferencias, subsidios y otras ayudas, participaciones y aportaciones, otros gastos y pérdidas extraordinarias, así como los ingresos y gastos extraordinarios, que en lo individual representen el 10% o más del total de los gastos.

**III) Notas al Estado de Variación en la Hacienda Pública**

1. Se informará de manera agrupada, acerca de las modificaciones al patrimonio contribuido por tipo, naturaleza y monto.

2. Se informará de manera agrupada, acerca del monto y procedencia de los recursos que modifican al patrimonio generado.

**IV) Notas al Estado de Flujos de Efectivo**

**Efectivo y equivalentes**

1. El análisis de los saldos inicial y final que figuran en la última parte del Estado de Flujo de Efectivo en la cuenta de efectivo y equivalentes es como sigue:

|  |  |  |
| --- | --- | --- |
|  | 20XN | 20XN-1 |
| Efectivo en Bancos –Tesorería | X | X |
| Efectivo en Bancos- Dependencias | X | X |
| Inversiones temporales (hasta 3 meses) | X | X |
| Fondos con afectación específica | X | X |
| Depósitos de fondos de terceros y otros | X | X |
| Total de Efectivo y Equivalentes | X | X |

2. Detallar las adquisiciones de bienes muebles e inmuebles con su monto global y, en su caso, el porcentaje de estas adquisiciones que fueron realizadas mediante subsidios de capital del sector central. Adicionalmente, revelar el importe de los pagos que durante el período se hicieron por la compra de los elementos citados.

3. Conciliación de los Flujos de Efectivo Netos de las Actividades de Operación y la cuenta de Ahorro/Desahorro antes de Rubros Extraordinarios. A continuación se presenta un ejemplo de la elaboración de la conciliación.

|  |  |  |
| --- | --- | --- |
|  | 20XN | 20XN-1 |
| **Ahorro/Desahorro antes de rubros Extraordinarios** | **X** | **X** |
| *Movimientos de partidas (o rubros) que no afectan al efectivo.* |  |  |
| Depreciación | X | X |
| Amortización | X | X |
| Incrementos en las provisiones | X | X |
| Incremento en inversiones producido por revaluación | (X) | (X) |
| Ganancia/pérdida en venta de propiedad, planta y equipo | (X) | (X) |
| Incremento en cuentas por cobrar | (X) | (X) |
| Partidas extraordinarias | (X) | (X) |

Las cuentas que aparecen en el cuadro anterior no son exhaustivas y tienen como finalidad ejemplificar el formato que se sugiere para elaborar la nota.

**V) Conciliación entre los ingresos presupuestarios y contables, así como entre los egresos presupuestarios y los gastos contables**

La conciliación se presentará atendiendo a lo dispuesto por el Acuerdo por el que se emite el formato de conciliación entre los ingresos presupuestarios y contables, así como entre los egresos presupuestarios y los gastos contables.

**b)** **NOTAS DE MEMORIA (CUENTAS DE ORDEN)**

Las cuentas de orden se utilizan para registrar movimientos de valores que no afecten o modifiquen el balance del ente contable, sin embargo, su incorporación en libros es necesaria con fines de recordatorio contable, de control y en general sobre los aspectos administrativos, o bien, para consignar sus derechos o responsabilidades contingentes que puedan, o no, presentarse en el futuro.

Las cuentas que se manejan para efectos de estas Notas son las siguientes:

**Cuentas de Orden Contables y Presupuestarias:**

*Contables:*

Valores

Emisión de obligaciones

Avales y garantías

Juicios

Contratos para Inversión Mediante Proyectos para Prestación de Servicios (PPS) y Similares

Bienes concesionados o en comodato

*Presupuestarias:*

Cuentas de ingresos

Cuentas de egresos

Se informará, de manera agrupada, en las Notas a los Estados Financieros las cuentas de orden contables y cuentas de orden presupuestario:

1. Los valores en custodia de instrumentos prestados a formadores de mercado e instrumentos de crédito recibidos en garantía de los formadores de mercado u otros.

2. Por tipo de emisión de instrumento: monto, tasa y vencimiento.

3. Los contratos firmados de construcciones por tipo de contrato.

**c) NOTAS DE GESTIÓN ADMINISTRATIVA**

**1. Introducción**

Los Estados Financieros de los entes públicos, proveen de información financiera a los principales usuarios de la misma, al Congreso y a los ciudadanos.

El objetivo del presente documento es la revelación del contexto y de los aspectos económicos-financieros más relevantes que influyeron en las decisiones del período, y que deberán ser considerados en la elaboración de los estados financieros para la mayor comprensión de los mismos y sus particularidades.

De esta manera, se informa y explica la respuesta del gobierno a las condiciones relacionadas con la información financiera de cada período de gestión; además, de exponer aquellas políticas que podrían afectar la toma de decisiones en períodos posteriores.

**2. Panorama Económico y Financiero**

Se informará sobre las principales condiciones económico- financieras bajo las cuales el ente público estuvo operando; y las cuales influyeron en la toma de decisiones de la administración; tanto a nivel local como federal.

**3. Autorización e Historia**

Se informará sobre:

a) Fecha de creación del ente.

b) Principales cambios en su estructura.

**4. Organización y Objeto Social**

Se informará sobre:

a) Objeto social.

b) Principal actividad.

c) Ejercicio fiscal.

d) Régimen jurídico.

e) Consideraciones fiscales del ente: revelar el tipo de contribuciones que esté obligado a pagar o retener.

f) Estructura organizacional básica.

g) Fideicomisos, mandatos y análogos de los cuales es fideicomitente o fideicomisario.

**5. Bases de Preparación de los Estados Financieros**

Se informará sobre:

a) Si se ha observado la normatividad emitida por el CONAC y las disposiciones legales aplicables.

b) La normatividad aplicada para el reconocimiento, valuación y revelación de los diferentes rubros de la información financiera, así como las bases de medición utilizadas para la elaboración de los estados financieros; por ejemplo: costo histórico, valor de realización, valor razonable, valor de recuperación o cualquier otro método empleado y los criterios de aplicación de los mismos.

c) Postulados básicos.

d) Normatividad supletoria. En caso de emplear varios grupos de normatividades (normatividades supletorias), deberá realizar la justificación razonable correspondiente, su alineación con los PBCG y a las características cualitativas asociadas descritas en el MCCG (documentos publicados en el Diario Oficial de la Federación, agosto 2009).

e) Para las entidades que por primera vez estén implementando la base devengado de acuerdo a la Ley de Contabilidad, deberán:

- Revelar las nuevas políticas de reconocimiento;

- Su plan de implementación;

- Revelar los cambios en las políticas, la clasificación y medición de las mismas, así como su impacto en la información financiera, y

- Presentar los últimos estados financieros con la normatividad anteriormente utilizada con las nuevas políticas para fines de comparación en la transición a la base devengado.

**6. Políticas de Contabilidad Significativas**

Se informará sobre:

a) Actualización: se informará del método utilizado para la actualización del valor de los activos, pasivos y Hacienda Pública/Patrimonio y las razones de dicha elección. Así como informar de la desconexión o reconexión inflacionaria.

b) Informar sobre la realización de operaciones en el extranjero y de sus efectos en la información financiera gubernamental.

c) Método de valuación de la inversión en acciones de Compañías subsidiarias no consolidadas y asociadas.

d) Sistema y método de valuación de inventarios y costo de lo vendido.

e) Beneficios a empleados: revelar el cálculo de la reserva actuarial, valor presente de los ingresos esperados comparado con el valor presente de la estimación de gastos tanto de los beneficiarios actuales como futuros.

f) Provisiones: objetivo de su creación, monto y plazo.

g) Reservas: objetivo de su creación, monto y plazo.

h) Cambios en políticas contables y corrección de errores junto con la revelación de los efectos que se tendrá en la información financiera del ente público, ya sea retrospectivos o prospectivos.

i) Reclasificaciones: se deben revelar todos aquellos movimientos entre cuentas por efectos de cambios en los tipos de operaciones.

j) Depuración y cancelación de saldos.

**7. Posición en Moneda Extranjera y Protección por Riesgo Cambiario**

Se informará sobre:

a) Activos en moneda extranjera.

b) Pasivos en moneda extranjera.

c) Posición en moneda extranjera.

d) Tipo de cambio.

e) Equivalente en moneda nacional.

Lo anterior, por cada tipo de moneda extranjera que se encuentre en los rubros de activo y pasivo.

Adicionalmente, se informará sobre los métodos de protección de riesgo por variaciones en el tipo de cambio.

**8. Reporte Analítico del Activo**

Debe mostrar la siguiente información:

a) Vida útil o porcentajes de depreciación, deterioro o amortización utilizados en los diferentes tipos de activos.

b) Cambios en el porcentaje de depreciación o valor residual de los activos.

c) Importe de los gastos capitalizados en el ejercicio, tanto financieros como de investigación y desarrollo.

d) Riesgos por tipo de cambio o tipo de interés de las inversiones financieras.

e) Valor activado en el ejercicio de los bienes construidos por la entidad.

f) Otras circunstancias de carácter significativo que afecten el activo, tales como bienes en garantía, señalados en embargos, litigios, títulos de inversiones entregados en garantías, baja significativa del valor de inversiones financieras, etc.

g) Desmantelamiento de Activos, procedimientos, implicaciones, efectos contables.

h) Administración de activos; planeación con el objetivo de que el ente los utilice de manera más efectiva.

Adicionalmente, se deben incluir las explicaciones de las principales variaciones en el activo, en cuadros comparativos como sigue:

a) Inversiones en valores.

b) Patrimonio de Organismos descentralizados de Control Presupuestario Indirecto.

c) Inversiones en empresas de participación mayoritaria.

d) Inversiones en empresas de participación minoritaria.

e) Patrimonio de organismos descentralizados de control presupuestario directo, según corresponda.

**9. Fideicomisos, Mandatos y Análogos**

Se deberá informar:

a) Por ramo administrativo que los reporta.

b) Enlistar los de mayor monto de disponibilidad, relacionando aquéllos que conforman el 80% de las disponibilidades.

**10. Reporte de la Recaudación**

a) Análisis del comportamiento de la recaudación correspondiente al ente público o cualquier tipo de ingreso, de forma separada los ingresos locales de los federales.

b) Proyección de la recaudación e ingresos en el mediano plazo.

**11. Información sobre la Deuda y el Reporte Analítico de la Deuda**

a) Utilizar al menos los siguientes indicadores: deuda respecto al PIB y deuda respecto a la recaudación tomando, como mínimo, un período igual o menor a 5 años.

b) Información de manera agrupada por tipo de valor gubernamental o instrumento financiero en la que se consideren intereses, comisiones, tasa, perfil de vencimiento y otros gastos de la deuda.

**12. Calificaciones otorgadas**

Informar, tanto del ente público como cualquier transacción realizada, que haya sido sujeta a una calificación crediticia.

**13. Proceso de Mejora**

Se informará de:

a) Principales Políticas de control interno.

b) Medidas de desempeño financiero, metas y alcance.

**14. Información por Segmentos**

Cuando se considere necesario se podrá revelar la información financiera de manera segmentada debido a la diversidad de las actividades y operaciones que realizan los entes públicos, ya que la misma proporciona información acerca de las diferentes actividades operativas en las cuales participa, de los productos o servicios que maneja, de las diferentes áreas geográficas, de los grupos homogéneos con el objetivo de entender el desempeño del ente, evaluar mejor los riesgos y beneficios del mismo, y entenderlo como un todo y sus partes integrantes.

Consecuentemente, esta información contribuye al análisis más preciso de la situación financiera, grados y fuentes de riesgo y crecimiento potencial de negocio.

**15. Eventos Posteriores al Cierre**

El ente público informará el efecto en sus estados financieros de aquellos hechos ocurridos en el período posterior al que informa, que proporcionan mayor evidencia sobre eventos que le afectan económicamente y que no se conocían a la fecha de cierre.

**16. Partes Relacionadas**

Se debe establecer por escrito que no existen partes relacionadas que pudieran ejercer influencia significativa sobre la toma de decisiones financieras y operativas.

**17. Responsabilidad Sobre la Presentación Razonable de la Información Contable**

La Información Contable deberá estar firmada en cada página de la misma e incluir al final la siguiente leyenda: “Bajo protesta de decir verdad declaramos que los Estados Financieros y sus notas, son razonablemente correctos y son responsabilidad del emisor”. Lo anterior, no será aplicable para la información contable consolidada

Primer ejemplar autoridad entrante

Recibe: Nombre\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Segundo ejemplar autoridad saliente Cargo\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Entrega: Nombre \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tercer ejemplar: *OSAFIG* \*Utilizar formato Nor\_01\_08\_008

**T9. Estado Analítico de Ingresos (clasificación por Rubro y por Fuente de Financiamiento).\***

Municipio de: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **ENTREGA- RECEPCIÓN 2018**

Dependencia: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fecha de corte \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2018

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Nombre del Ente Público** | | | | | | | | |
| **Estado Analítico de Ingresos** | | | | | | | | |
| **Del XXXX al XXXX** | | | | | | | | |
| **Rubro de Ingresos** | | | **Ingreso** | | | | | **Diferencia** |
| **Estimado** | **Ampliaciones y Reducciones** | **Modificado** | **Devengado** | **Recaudado** |
| **(1)** | **(2)** | **(3= 1 + 2)** | **(4)** | **(5)** | **(6= 5 - 1 )** |
| Impuestos | | |  |  |  |  |  |  |
| Cuotas y Aportaciones de Seguridad Social | | |  |  |  |  |  |  |
| Contribuciones de Mejoras | | |  |  |  |  |  |  |
| Derechos | | |  |  |  |  |  |  |
| Productos | | |  |  |  |  |  |  |
|  | Corriente | |  |  |  |  |  |  |
|  | Capital | |  |  |  |  |  |  |
| Aprovechamientos | | |  |  |  |  |  |  |
|  | Corriente | |  |  |  |  |  |  |
|  | Capital | |  |  |  |  |  |  |
| Ingresos por Ventas de Bienes y Servicios | | |  |  |  |  |  |  |
| Participaciones y Aportaciones | | |  |  |  |  |  |  |
| Transferencias, Asignaciones, Subsidios y Otras Ayudas | | |  |  |  |  |  |  |
| Ingresos Derivados de Financiamientos | | |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  | **Total** |  |  |  |  |  |  |
|  |  |  |  |  |  | **Ingresos excedentes** | |
| **Estado Analítico de Ingresos Por Fuente de Financiamiento** | | | **Ingreso** | | | | | **Diferencia** |
| **Estimado** | **Ampliaciones y Reducciones** | **Modificado** | **Devengado** | **Recaudado** |
| **(1)** | **(2)** | **(3= 1 + 2)** | **(4)** | **(5)** | **(6= 5 - 1 )** |
| **Ingresos del Gobierno** | | |  |  |  |  |  |  |
|  | Impuestos | |  |  |  |  |  |  |
|  | Contribuciones de Mejoras | |  |  |  |  |  |  |
|  | Derechos | |  |  |  |  |  |  |
|  | Productos | |  |  |  |  |  |  |
|  | Corriente | |  |  |  |  |  |  |
|  | Capital | |  |  |  |  |  |  |
|  | Aprovechamientos | |  |  |  |  |  |  |
|  | Corriente | |  |  |  |  |  |  |
|  | Capital | |  |  |  |  |  |  |
|  | Participaciones y Aportaciones | |  |  |  |  |  |  |
|  | Transferencias, Asignaciones, Subsidios y Otras Ayudas | |  |  |  |  |  |  |
|  |  | |  |  |  |  |  |  |
| **Ingresos de Organismos y Empresas** | | |  |  |  |  |  |  |
|  | Cuotas y Aportaciones de Seguridad Social | |  |  |  |  |  |  |
|  | Ingresos por Ventas de Bienes y Servicios | |  |  |  |  |  |  |
|  | Transferencias, Asignaciones, Subsidios y Otras Ayudas | |  |  |  |  |  |  |
|  |  | |  |  |  |  |  |  |
| **Ingresos derivados de financiamiento** | | |  |  |  |  |  |  |
|  | Ingresos Derivados de Financiamientos | |  |  |  |  |  |  |
|  |  | |  |  |  |  |  |  |
|  |  | **Total** |  |  |  |  |  |  |
|  |  |  |  |  |  | **Ingresos excedentes** | |
|  | | | | | | | | |

Primer ejemplar autoridad entrante

Recibe: Nombre\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Segundo ejemplar autoridad saliente Cargo\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Entrega: Nombre \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tercer ejemplar: *OSAFIG* \*Utilizar formato Nor\_01\_09\_001

**T10. Estado Analítico del Ejercicio del Presupuesto de Egresos.\***

Municipio de: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **ENTREGA- RECEPCIÓN 2018**

Dependencia: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fecha de corte \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2018

| **Nombre del Ente Público** | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Estado Analítico del Ejercicio del Presupuesto de Egresos** | | | | | | | |
| **Clasificación por Objeto del Gasto (Capítulo y Concepto)** | | | | | | | |
| **Del XXXX al XXXX** | | | | | | | |
| **Concepto** | | **Egresos** | | | | | **Subejercicio** |
| **Aprobado** | **Ampliaciones/ (Reducciones)** | **Modificado** | **Devengado** | **Pagado** |
| **1** | **2** | **3 = (1 + 2 )** | **4** | **5** | **6 = ( 3 - 4 )** |
| Servicios Personales | |  |  |  |  |  |  |
|  | Remuneraciones al Personal de Carácter Permanente |  |  |  |  |  |  |
|  | Remuneraciones al Personal de Carácter Transitorio |  |  |  |  |  |  |
|  | Remuneraciones Adicionales y Especiales |  |  |  |  |  |  |
|  | Seguridad Social |  |  |  |  |  |  |
|  | Otras Prestaciones Sociales y Económicas |  |  |  |  |  |  |
|  | Previsiones |  |  |  |  |  |  |
|  | Pago de Estímulos a Servidores Públicos |  |  |  |  |  |  |
| Materiales y Suministros | |  |  |  |  |  |  |
|  | Materiales de Administración, Emisión de Documentos y Artículos Oficiales |  |  |  |  |  |  |
|  | Alimentos y Utensilios |  |  |  |  |  |  |
|  | Materias Primas y Materiales de Producción y Comercialización |  |  |  |  |  |  |
|  | Materiales y Artículos de Construcción y de Reparación |  |  |  |  |  |  |
|  | Productos Químicos, Farmacéuticos y de Laboratorio |  |  |  |  |  |  |
|  | Combustibles, Lubricantes y Aditivos |  |  |  |  |  |  |
|  | Vestuario, Blancos, Prendas de Protección y Artículos Deportivos |  |  |  |  |  |  |
|  | Materiales y Suministros Para Seguridad |  |  |  |  |  |  |
|  | Herramientas, Refacciones y Accesorios Menores |  |  |  |  |  |  |
| Servicios Generales | |  |  |  |  |  |  |
|  | Servicios Básicos |  |  |  |  |  |  |
|  | Servicios de Arrendamiento |  |  |  |  |  |  |
|  | Servicios Profesionales, Científicos, Técnicos y Otros Servicios |  |  |  |  |  |  |
|  | Servicios Financieros, Bancarios y Comerciales |  |  |  |  |  |  |
|  | Servicios de Instalación, Reparación, Mantenimiento y Conservación |  |  |  |  |  |  |
|  | Servicios de Comunicación Social y Publicidad. |  |  |  |  |  |  |
|  | Servicios de Traslado y Viáticos |  |  |  |  |  |  |
|  | Servicios Oficiales |  |  |  |  |  |  |
|  | Otros Servicios Generales |  |  |  |  |  |  |
| Transferencias, Asignaciones, Subsidios y Otras Ayudas | |  |  |  |  |  |  |
|  | Transferencias Internas y Asignaciones al Sector Público |  |  |  |  |  |  |
|  | Transferencias al Resto del Sector Público |  |  |  |  |  |  |
|  | Subsidios y Subvenciones |  |  |  |  |  |  |
|  | Ayudas Sociales |  |  |  |  |  |  |
|  | Pensiones y Jubilaciones |  |  |  |  |  |  |
|  | Transferencias a Fideicomisos, Mandatos y Otros Análogos |  |  |  |  |  |  |
|  | Transferencias a la Seguridad Social |  |  |  |  |  |  |
|  | Donativos |  |  |  |  |  |  |
|  | Transferencias al Exterior |  |  |  |  |  |  |
| Bienes Muebles, Inmuebles e Intangibles | |  |  |  |  |  |  |
|  | Mobiliario y Equipo de Administración |  |  |  |  |  |  |
|  | Mobiliario y Equipo Educacional y Recreativo |  |  |  |  |  |  |
|  | Equipo e Instrumental Médico y de Laboratorio |  |  |  |  |  |  |
|  | Vehículos y Equipo de Transporte |  |  |  |  |  |  |
|  | Equipo de Defensa y Seguridad |  |  |  |  |  |  |
|  | Maquinaria, Otros Equipos y Herramientas |  |  |  |  |  |  |
|  | Activos Biológicos |  |  |  |  |  |  |
|  | Bienes Inmuebles |  |  |  |  |  |  |
|  | Activos Intangibles |  |  |  |  |  |  |
| Inversión Pública | |  |  |  |  |  |  |
|  | Obra Pública en Bienes de Dominio Público |  |  |  |  |  |  |
|  | Obra Pública en Bienes Propios |  |  |  |  |  |  |
|  | Proyectos Productivos y Acciones de Fomento |  |  |  |  |  |  |
| Inversiones Financieras y Otras Provisiones | |  |  |  |  |  |  |
|  | Inversiones Para el Fomento de Actividades Productivas. |  |  |  |  |  |  |
|  | Acciones y Participaciones de Capital |  |  |  |  |  |  |
|  | Compra de Títulos y Valores |  |  |  |  |  |  |
|  | Concesión de Préstamos |  |  |  |  |  |  |
|  | Inversiones en Fideicomisos, Mandatos y Otros Análogos |  |  |  |  |  |  |
|  | Otras Inversiones Financieras |  |  |  |  |  |  |
|  | Provisiones para Contingencias y Otras Erogaciones Especiales |  |  |  |  |  |  |
| Participaciones y Aportaciones | |  |  |  |  |  |  |
|  | Participaciones |  |  |  |  |  |  |
|  | Aportaciones |  |  |  |  |  |  |
|  | Convenios |  |  |  |  |  |  |
| Deuda Pública | |  |  |  |  |  |  |
|  | Amortización de la Deuda Pública |  |  |  |  |  |  |
|  | Intereses de la Deuda Pública |  |  |  |  |  |  |
|  | Comisiones de la Deuda Pública |  |  |  |  |  |  |
|  | Gastos de la Deuda Pública |  |  |  |  |  |  |
|  | Costo por Coberturas |  |  |  |  |  |  |
|  | Apoyos Financieros |  |  |  |  |  |  |
|  | Adeudos de Ejercicios Fiscales Anteriores (Adefas) |  |  |  |  |  |  |
|  | **Total del Gasto** |  |  |  |  |  |  |

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| **Nombre del Ente Público** | | | | | | | |
| **Estado Analítico del Ejercicio del Presupuesto de Egresos** | | | | | | | |
| **Clasificación Económica (por Tipo de Gasto)** | | | | | | | |
| **Del XXXX al XXXX** | | | | | | | |
| **Concepto** | | **Egresos** | | | | | **Subejercicio** |
| **Aprobado** | **Ampliaciones/ (Reducciones)** | **Modificado** | **Devengado** | **Pagado** |
| **1** | **2** | **3 = (1 + 2 )** | **4** | **5** | **6 = ( 3 - 4 )** |
|  |  |  |  |  |  |  |  |
|  | **Gasto Corriente** |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  | **Gasto de Capital** |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  | **Amortización de la Deuda y Disminución de Pasivos** |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  | **Total del Gasto** |  |  |  |  |  |  |

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| **Ente Público** | | | | | | |
| **Estado Analítico del Ejercicio del Presupuesto de Egresos** | | | | | | |
| **Clasificación Administrativa** | | | | | | |
| **Del XXXX al XXXX** | | | | | | |
| **Concepto** | **Egresos** | | | | | **Subejercicio** |
| **Aprobado** | **Ampliaciones/ (Reducciones)** | **Modificado** | **Devengado** | **Pagado** |
| **1** | **2** | **3 = (1 + 2 )** | **4** | **5** | **6 = ( 3 - 4 )** |
|  |  |  |  |  |  |  |
| Dependencia o Unidad Administrativa 1 |  |  |  |  |  |  |
| Dependencia o Unidad Administrativa 2 |  |  |  |  |  |  |
| Dependencia o Unidad Administrativa 3 |  |  |  |  |  |  |
| Dependencia o Unidad Administrativa 4 |  |  |  |  |  |  |
| Dependencia o Unidad Administrativa 6 |  |  |  |  |  |  |
| Dependencia o Unidad Administrativa 7 |  |  |  |  |  |  |
| Dependencia o Unidad Administrativa 8 |  |  |  |  |  |  |
| Dependencia o Unidad Administrativa xx |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **Total del Gasto** |  |  |  |  |  |  |

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| **Nombre del Ente Público** | | | | | | | |
| **Estado Analítico del Ejercicio del Presupuesto de Egresos** | | | | | | | |
| **Clasificación Funcional (Finalidad y Función)** | | | | | | | |
| **Del XXXX al XXXX** | | | | | | | |
| **Concepto** | | **Egresos** | | | | | **Subejercicio** |
| **Aprobado** | **Ampliaciones/ (Reducciones)** | **Modificado** | **Devengado** | **Pagado** |
| **1** | **2** | **3 = (1 + 2 )** | **4** | **5** | **6 = ( 3 - 4 )** |
|  |  |  |  |  |  |  |  |
| **Gobierno** | |  |  |  |  |  |  |
|  | Legislación |  |  |  |  |  |  |
|  | Justicia |  |  |  |  |  |  |
|  | Coordinación de la Política de Gobierno |  |  |  |  |  |  |
|  | Relaciones Exteriores |  |  |  |  |  |  |
|  | Asuntos Financieros y Hacendarios |  |  |  |  |  |  |
|  | Seguridad Nacional |  |  |  |  |  |  |
|  | Asuntos de Orden Público y de Seguridad Interior |  |  |  |  |  |  |
|  | Otros Servicios Generales |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Desarrollo Social** | |  |  |  |  |  |  |
|  | Protección Ambiental |  |  |  |  |  |  |
|  | Vivienda y Servicios a la Comunidad |  |  |  |  |  |  |
|  | Salud |  |  |  |  |  |  |
|  | Recreación, Cultura y Otras Manifestaciones Sociales |  |  |  |  |  |  |
|  | Educación |  |  |  |  |  |  |
|  | Protección Social |  |  |  |  |  |  |
|  | Otros Asuntos Sociales |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Desarrollo Económico** | |  |  |  |  |  |  |
|  | Asuntos Económicos, Comerciales y Laborales en General |  |  |  |  |  |  |
|  | Agropecuaria, Silvicultura, Pesca y Caza |  |  |  |  |  |  |
|  | Combustibles y Energía |  |  |  |  |  |  |
|  | Minería, Manufacturas y Construcción |  |  |  |  |  |  |
|  | Transporte |  |  |  |  |  |  |
|  | Comunicaciones |  |  |  |  |  |  |
|  | Turismo |  |  |  |  |  |  |
|  | Ciencia, Tecnología e Innovación |  |  |  |  |  |  |
|  | Otras Industrias y Otros Asuntos Económicos |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Otras no Clasificadas en Funciones Anteriores** | |  |  |  |  |  |  |
|  | Transacciones de la Deuda Publica / Costo Financiero de la Deuda |  |  |  |  |  |  |
|  | Transferencias, Participaciones y Aportaciones entre Diferentes Niveles y Ordenes de Gobierno |  |  |  |  |  |  |
|  | Saneamiento del Sistema Financiero |  |  |  |  |  |  |
|  | Adeudos de Ejercicios Fiscales Anteriores |  |  |  |  |  |  |
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|  | **Total del Gasto** |  |  |  |  |  |  |

Primer ejemplar autoridad entrante

Recibe: Nombre\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Segundo ejemplar autoridad saliente Cargo\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Entrega: Nombre \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tercer ejemplar: *OSAFIG* \*Utilizar formato Nor\_01\_09\_002 *\*Se puede utilizar el formato del sistema contable. \*\* Todas las cuentas y sus niveles de subcuentas*

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| **T11. Relación de Modificaciones al Presupuesto.** | | | |  |  |
| Municipio de: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | **ENTREGA- RECEPCIÓN 2018** | |  |
| Dependencia:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fecha de corte \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2018 | | | | | |
|  | | | | |  |
| CENTRO DE COSTOS Y CUENTA DE MAYOR | CUENTA | NUMERO DE ACTA DE SESIÓN DE CABILDO | INCREMENTOS | DISMINUCIÓN | TRANSFERENCIA |
|  |  |  |  |  |  |
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| SUMA |  |  |  |  |  |

Primer ejemplar autoridad entrante

Recibe: Nombre\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Segundo ejemplar autoridad saliente Cargo\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Entrega: Nombre \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tercer ejemplar: *Órgano Interno de Control, Entrante*

**T12. Relación de cuentas de Balance\*** (detalle de cada cuenta del balance y acompañar con sus respectivos sustentos).

Municipio de: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **ENTREGA- RECEPCIÓN 2018**

Dependencia: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fecha de corte \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2018

**RELACIÓN DE LA CUENTA \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CON SALDOS AL 15 DE OCTUBRE DE 2018**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| NUMERO DE CUENTA | FECHA DE REGISTRO | NOMBRE O CONCEPTO | DOCUMENTO SUSTENTO | ANTIGÜEDAD | VENCIMIENTO | IMPORTE (pesos) |
|  |  |  |  |  |  |  |
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| SUMA |  |  |  |  |  |  |

Primer ejemplar autoridad entrante

Recibe: Nombre\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Segundo ejemplar autoridad saliente Cargo\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Entrega: Nombre \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tercer ejemplar: *Órgano Interno de Control, Entrante*

\*Bancos, Inversiones, Fondos de Caja Chica, Deudores, Gastos por Comprobar, Cuentas por Cobrar, Bienes Inmuebles, Bienes Muebles, Equipamiento, Depósitos en Garantía, Pagos Anticipados, Sueldos y Honorarios por Pagar, Prestaciones Salariales Devengadas pendientes de Pago, Impuestos por Pagar, Retenciones en Sueldos por Pagar, Depósitos recibidos en Garantía, etc..

**T13. Conciliaciones bancarias.**

Municipio de: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**ENTREGA- RECEPCIÓN 2018**

Dependencia: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fecha de corte \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2018

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| **CONCILIACIONES DE CUENTAS EN BANCOS AL 15 DE OCTUBRE DE 2018\*** | |  |
| NÚMERO DE CUENTA | BANCO | IMPORTE |
|  | Saldo en Bancos al 14 de Octubre de 2018 | $ |
|  | Más: |  |
|  | Cargos Nuestros |  |
|  | Cargos del Banco |  |
|  | Menos: |  |
|  | Depósitos Nuestros |  |
|  | Depósitos del Banco |  |
|  | Saldo en Libros al 14 de Octubre de 2018 | $ |
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Primer ejemplar autoridad entrante

Recibe: Nombre\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Segundo ejemplar autoridad saliente Cargo\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Entrega: Nombre \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_-

Tercer ejemplar: *Órgano Interno de Control, Entrante*

**T14. Corte de Caja.**

Municipio de: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**ENTREGA- RECEPCIÓN 2018**

Dependencia: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fecha de corte \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2018

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| **VALORES** | **DENOMINACIÓN** | **CANTIDAD** | **IMPORTE** | **PARCIAL** | **TOTAL** |
| **EFECTIVO:** |  |  |  |  |  |
| Billetes | 1,000.00 |  |  |  |  |
|  | 500.00 |  |  |  |  |
|  | 200.00 |  |  |  |  |
|  | 100.00 |  |  |  |  |
|  | 50.00 |  |  |  |  |
|  | 20.00 |  |  |  |  |
|  | 10.00 |  |  |  |  |
|  |  |  |  |  |  |
| Monedas | 20.00 |  |  |  |  |
|  | 10.00 |  |  |  |  |
|  | 5.00 |  |  |  |  |
|  | 2.00 |  |  |  |  |
|  | 1.00 |  |  |  |  |
|  | 0.50 |  |  |  |  |
|  | 0.20 |  |  |  |  |
|  | 0.10 |  |  |  |  |
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| **OTROS VALORES:** |  |  |  |  |  |
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| Cheques (Anexo 1) |  |  |  |  |  |
|  |  |  |  |  |  |
| Boucher (pago con tarjeta, Anexo 2) |  |  |  |  |  |
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| **SUMA DE EFECTIVO MAS OTROS VALORES:** |  |  |  |  |  |

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| **Anexo 1** | | | | | | | | |
| **FECHA** | | **No. De CHEQUE** | **BANCO** | | **BENEFICIARIO** | | **IMPORTE** | |
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| **SUMA** | |  |  | |  | |  | |
| **Anexo 2** | | | | | | | |
| **FECHA** | **COMPROBANTE** | | | **CONCEPTO** | | **IMPORTE** | |
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| **SUMA** |  | | |  | |  | |

Primer ejemplar autoridad entrante

Recibe: Nombre\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Segundo ejemplar autoridad saliente Cargo\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Entrega: Nombre \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tercer ejemplar: *Órgano Interno de Control, Entrante* \*Este estado financiero del formato del sistema contable.

**15. Entrega de chequeras y cambio de registro de firmas.**

Municipio de: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **ENTREGA- RECEPCIÓN 2018**

Dependencia: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fecha de corte \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2018

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| **RELACIÓN DE CHEQUERAS DE CUENTAS EN BANCOS.** | |  |  |
| CUENTA REGISTO CONTABLE | BNCO Y NÚMERO DE CUENTA | DEL NÚMERO | AL NÚMERO |
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Primer ejemplar autoridad entrante

Recibe: Nombre\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Segundo ejemplar autoridad saliente Cargo\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Entrega: Nombre \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tercer ejemplar: *Órgano Interno de Control, Entrante*

**T16. Padrón de contribuyentes (predial, catastro, licencias bebidas alcohólicas, licencias giros diversos).**

Municipio de: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **ENTREGA- RECEPCIÓN 2018**

Dependencia: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fecha de corte \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2018

**PADRÓN DE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ AL 15 DE OCTUBRE DE 2018**

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| CLAVE DE IDENTIFICACIÓN | NOMBRE CONTRIBUYENTE | DATOS DE IDENTIFICACIÓN\* | BASE DE CÁLCULO DE CONTRIBUCIÓN | CONTRIBUCIÓN 2018 | STATUS DE PAGO |
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| Suma |  |  |  |  |  |

Primer ejemplar autoridad entrante

Recibe: Nombre\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Segundo ejemplar autoridad saliente Cargo\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Entrega: Nombre \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tercer ejemplar: *Órgano Interno de Control, Entrante*

\*VARIAN SEGÚN EL TIPO DE PADRÓN.

**T17. Relación de rezagos.**

Municipio de: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **ENTREGA- RECEPCIÓN 2018**

Dependencia: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fecha de corte \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2018

**REZAGO EN \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ AL 15 DE OCTUBRE DE 2018**

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| CLAVE DE IDENTIFICACIÓN | NOMBRE CONTRIBUYENTE | DOMICILIO | BASE DE CÁLCULO DE CONTRIBUCIÓN | CONTRIBUCIÓN 2018 | CONTRIBUCIÓN AÑOS ANTERIORES | ACCESORIOS | IMPORTE TOTAL |
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Primer ejemplar autoridad entrante

Recibe: Nombre\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Segundo ejemplar autoridad saliente Cargo\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Entrega: Nombre \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tercer ejemplar: *Órgano Interno de Control, Entrante*

**T18. Relación de multas.**

Municipio de: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **ENTREGA- RECEPCIÓN 2018**

Dependencia: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fecha de corte \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2018

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| **MULTAS\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ AL 15 DE OCTUBRE DE 2018** | | | | | | | | | |
| CLAVE DE REGISTRO | ORIGEN DE LA MULTA | VIOLACIÓN | SUSTENTO LEGAL | INFRACTOR | DOMICILIO | FECHA DE EXPEDICIÓN | IMPORTE | ACCESORIOS | STATUSS PROCEDIMIENTO DE EJECUCIÓN |
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Primer ejemplar autoridad entrante

Recibe: Nombre\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Segundo ejemplar autoridad saliente Cargo\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Entrega: Nombre \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tercer ejemplar: *Órgano Interno de Control, Entrante*

**T19. Relación de Juicios sin concluir.**

Municipio de: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **ENTREGA- RECEPCIÓN 2018**

Dependencia: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fecha de corte \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2018

**JUICIOS SIN CONCLUIR AL 15 DE 0CTUBRE DE 2018**

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| NÚMERO DE EXPEDIENTE | JUZGADO | PROMOVIDO EN CONTRA DE | CARACTERÍSTICAS | FECHA DE INICIO | IMPORTE RECLAMO | STATUS |
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Primer ejemplar autoridad entrante

Recibe: Nombre\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Segundo ejemplar autoridad saliente Cargo\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Entrega: Nombre \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tercer ejemplar: *Órgano Interno de Control, Entrante*

**T20. Relación de diligencias Procesos Administrativos en Ejecución sin concluir o pendientes.**

Municipio de: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **ENTREGA- RECEPCIÓN 2018**

Dependencia: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fecha de corte \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2018

**DILIGENCIAS PROCEDIMIENTOS DE EJECUCIÓN SIN CONCLUIR AL 15 DE OCTUBRE DE 2018**

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| NÚMERO DE CONTROL | NOMBRE DEL CONTRIBUYENTE | DOMICILIO | CONTRIBUCIÓN NO PAGADA | FECHA DE VENCIMIENTO | FECHA DE INICIO PROCESO | IMPORTE CONTRIBUCIÓN | ACCES  ORIOS | STATUS |
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Primer ejemplar autoridad entrante

Recibe: Nombre\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Segundo ejemplar autoridad saliente Cargo\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Entrega: Nombre \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tercer ejemplar: *Órgano Interno de Control, Entrante*

**T21 Entrega inventario de caja de seguridad (combinación, inventario de contenido)**

Municipio de: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **ENTREGA- RECEPCIÓN 2018**

Dependencia: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fecha de corte \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2018

**INVENTARIO DE CAJA DE SEGURIDAD Y COMBINACIÓN\* AL 15 DE OCTUBRE DE 2018**

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Primer ejemplar autoridad entrante

Recibí documentos y combinación de la caja: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Segundo ejemplar autoridad saliente Cargo\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Entrega: Nombre \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tercer ejemplar: *Contaduría*

\*LA COMBINACIÓN DE LA CAJA SE ENTREGA EN SOBRE CERRADO

Tercer ejemplar: *Órgano Interno de Control, Entrante*

**T22. Inventario de bienes embargados por Tesorería.**

Municipio de: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **ENTREGA- RECEPCIÓN 2018**

Dependencia: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fecha de corte \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2018

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| **Inventario de bienes embargados por Tesorería.** | | | | | | | | | | |
| Núm. Progre  sivo | Control Inventario | Descripción del bien mueble o inmueble | Datos de Identificación del bien mueble o inmueble | Valor del bien mueble o inmueble (pesos) | Ubicación del Bien mueble o inmueble | Datos del Crédito Fiscal liquidado con Embargo | | | | |
| Clave de Control | Nombre | Domicilio | Contribución Pagada | Accesorios |
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Primer ejemplar autoridad entrante

Recibe: Nombre\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Segundo ejemplar autoridad saliente Cargo\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Entrega: Nombre \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tercer ejemplar: *Órgano Interno de Control, Entrante*

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| **OM1. Plantilla de personal.**  Municipio de: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **ENTREGA-RECEPCIÓN 2018**  Dependencia:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fecha de corte \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2018  **Plantilla de todo el personal que labora en el Municipio.** | | | | | | | | | | | | | | | | | | |
| Núm. progresivo | Núm de control | Nombre trabajador | RFC | REG IMSS | Sindicalizado | Confianza | Eventual | Honorarios | Jubilado/Pensionado | Plaza Ocupada | Plaza Vacante | Comisionado | Licencia | Fecha de Ingreso | Tipo contratación | Cargo | Sueldo Base remuneración mensual | Área de adscripción |
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Primer ejemplar autoridad entrante

Recibe: Nombre\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Segundo ejemplar autoridad saliente Cargo\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Entrega: Nombre \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tercer ejemplar: *Órgano Interno de Control, Entrante*

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| **OM2. Archivos del personal.** | | | | | | | | | | | | | | | | | | |
| Municipio de: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | ENTREGA-RECEPCIÓN 2018 | | | | | | | | | | |
| Dependencia:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fecha de corte \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2018 | | | | | | | | | | | | | | | | | | |
| **EXPEDIENTE GENERAL DE TODA LA PLANTILLA DEL PERSONAL:** | | | | | | | | |  | |  | |  | |  | |  |  |
| Número progresivo | Número de control | Nombre trabajador | RFC | REG IMSS | Sindicalizado | Confianza | Eventual | | | Honorarios | | Jubilado/pensionado | | Fecha de Ingreso | | Contrato | Sueldo Base Remuneración mensual | Otros |
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Primer ejemplar autoridad entrante

Recibe: Nombre\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Segundo ejemplar autoridad saliente Cargo\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Entrega: Nombre \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tercer ejemplar: *Órgano Interno de Control, Entrante*

**OM3. Prestaciones pendientes de pago.**

Municipio de: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **ENTREGA-RECEPCIÓN 2018**

Dependencia: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fecha de corte \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2018

**SUELDOS, REMUNERACIONES Y PRESTACIONES PENDIENTES DE PAGO AL 14 DE OCTUBRE DE 2018**

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| Núm. progresivo | Número de control | Nombre trabajador | RFC | REG IMSS | Sindicalizado | Confianza | Eventual | Honorarios | Jubilado/pensionado | Fecha de Ingreso | Contrato | Sueldo Base Remuneración mensual | Sueldos por pagar Importe (pesos) | CONCEPTOS PENDIENTE DE PAGO |
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Primer ejemplar autoridad entrante

Recibe: Nombre\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Segundo ejemplar autoridad saliente Cargo\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Entrega: Nombre \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tercer ejemplar: *Órgano Interno de Control, Entrante*

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| **OM4. Inventario de inmuebles.** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Dependencia:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fecha de corte \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2018 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **INVENTARIO GENERAL DE INMUEBLES PROPIEDAD MUNICIPAL** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | |  | |
| Núm. progresivo | | | | | Clave catastral | | | | Ubicación del inmueble | | | | Superficie m₂ | | Construcción m₂ | | | | | Valor Catastral | | | | | | | Tipo de Predio | | | | | | Destino o Uso | | | | | Datos de Escritura | |
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| Primer ejemplar autoridad entrante | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Recibe: Nombre\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Segundo ejemplar autoridad saliente Cargo\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Tercer ejemplar: *Órgano Interno de Control, Entrante* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **OM5. Inventario de bienes muebles asignados a instituciones descentralizadas, a organizaciones o instituciones.** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Municipio de: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | | | | | | | | | | **ENTREGA- RECEPCIÓN 2018** | | | | | | | | |  | | | | |
| Dependencia:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fecha de corte \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2018 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **INVENTARIO GENERAL DE BIENES MUEBLES ASIGNADOS A OTROS** | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | |  | | | | |  | | | |  |
| Núm. progresivo | | No de Inventario | | | | | Descripción del equipo | | | | Marca | | | | | Modelo | | | Serie | | | | | Placa | | | | | | Usuario Asignado | | | | | Contrato y documentos de asignación | | | | Justificación |
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| Primer ejemplar autoridad entrante | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Recibe: Nombre\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Segundo ejemplar autoridad saliente Cargo\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Entrega: Nombre \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Tercer ejemplar: *Órgano Interno de Control, Entrante* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **OM6. Inventario de contratos de bienes adquiridos para uso o explotación (arrendamiento, comodato, etc.).** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Municipio de: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | | | | | | | | | | | **ENTREGA- RECEPCIÓN 2018** | | | | | | | | | | | | | | |
| Dependencia:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fecha de corte \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2018 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **INVENTARIO GENERAL DE CONTRATOS O CONVENIOS** | | | | | | | | | | | | | | | | | | | |  | | | | | | |  | | | |  | | | |  | | | | | | |
| Núm. progresivo | | | Tipo de contratación | | | | | | Objeto | | Partes | | | | | Fecha de Inicio | | | | Fecha de Término | | | | | | | Vigencia | | | | Valor de la obligación (pesos) | | | | Observación | | | | | | |
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| Primer ejemplar autoridad entrante | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Recibe: Nombre\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Segundo ejemplar autoridad saliente Cargo\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Entrega: Nombre \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Tercer ejemplar: *Órgano Interno de Control, Entrante* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **OM7. Inventario de contratos y convenios que impliquen una obligación o beneficio.** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Municipio de: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | | | | | | | | **ENTREGA- RECEPCIÓN 2018** | | | | | | | | | | | | | | | |
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| **INVENTARIO DE CONTRATOS O CONVENIOS QUE IMPLIQUEN UNA OBLIGACIÓN O BENEFICIO** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | |  | |
| Núm. progresivo | | Tipo de contratación | | | | | Objeto | | | | Partes | | | | | | Fecha de Inicio | | | | Fecha de Término | | | | | | | | | Vigencia | | | Valor del beneficio (pesos) | | | | | Observación | |
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| Primer ejemplar autoridad entrante | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Recibe: Nombre\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Segundo ejemplar autoridad saliente Cargo\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Entrega: Nombre \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Tercer ejemplar: *Órgano Interno de Control, Entrante* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **OM8. Inventario de actas de comité de compras.** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Municipio de: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ENTREGA RECEPCIÓN 2018 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Núm. progresivo | | | | | Fecha de la Sesión | | | | | | | | Número de Acta | | | | | | | | | | | | | | | Autorización | | | | | | | | Pendiente de Compra | | | | |
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| Primer ejemplar autoridad entrante | | | | | | | | | | | | |  | | | | | | | | | | | | | | |  | | | | | | | |  | | | | |
| Recibe: Nombre\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Tercer ejemplar: *Órgano Interno de Control, Entrante* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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| **OM9. Padrón de proveedores.** | | | | | | | |
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| Tercer ejemplar: *Órgano Interno de Control, Entrante* | | | | | | | |

**OP1. Plan Municipal de Desarrollo**

Municipio de: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**ENTREGA RECEPCIÓN 2018**

Dependencia: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fecha de corte \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2018

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Primer ejemplar autoridad entrante

Recibe: Nombre\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Segundo ejemplar autoridad saliente Cargo\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Entrega: Nombre \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tercer ejemplar: *Órgano Interno de Control, Entrante*

**OP2.Presupuesto Anual, Programas, Subprogramas, Obras, Acciones e Indicadores**

Municipio de: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **ENTREGA- RECEPCIÓN 2018**

Dependencia: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fecha de corte \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2018

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Primer ejemplar autoridad entrante

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Segundo ejemplar autoridad saliente Cargo\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Entrega: Nombre \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tercer ejemplar: *Órgano Interno de Control, Entrante*

**OP3. Programa Operativo Anual de Obra (POA).**

Municipio de: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **ENTREGA- RECEPCIÓN 2018**

Dependencia: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fecha de corte \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2018

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| **PROGRAMA** | **SUBPROGRAMA** | **OBRA** | **ACCIÓN** | **SUBACCIÓN** | **PRESUPUESTO DE OBRA** | **PROPIOS** | **FEDERALES** | **RAMO 33** | **CRÉDITO** | **APORTACIÓN GOBIERNOS** | **APORTACIÓN BENEFICIARIOS** | **INDICADORES** | **METAS** | **OBJETIVOS** | **NÚMERO DE BENEFICIARIOS** |
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Primer ejemplar autoridad entrante

Recibe: Nombre\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Segundo ejemplar autoridad saliente Cargo\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Entrega: Nombre \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tercer ejemplar: *Órgano Interno de Control, Entrante*

**OP4. Avance financiero y presupuestal de obras.**

Municipio de: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **ENTREGA- RECEPCIÓN 2018**

Dependencia: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fecha de corte \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2018

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Primer ejemplar autoridad entrante

Recibe: Nombre\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Segundo ejemplar autoridad saliente Cargo\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Entrega: Nombre \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tercer ejemplar: *Órgano Interno de Control, Entrante*

**OP5. Modificaciones *POA* y sustentos.**

Municipio de: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **ENTREGA- RECEPCIÓN 2018**

Dependencia: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fecha de corte \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2018

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Primer ejemplar autoridad entrante

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Segundo ejemplar autoridad saliente Cargo\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Entrega: Nombre \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tercer ejemplar: *Órgano Interno de Control, Entrante*

**OP6. Actas de Consejo para Desarrollo Municipal.**

Municipio de: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**ENTREGA- RECEPCIÓN 2018**

Dependencia: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fecha de corte \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2018

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Primer ejemplar autoridad entrante

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Segundo ejemplar autoridad saliente Cargo\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Entrega: Nombre \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tercer ejemplar: *Órgano Interno de Control, Entrante.*

**OP7. Actas de Comité Municipal de Obras.**

Municipio de: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **ENTREGA- RECEPCIÓN 2018**

Dependencia: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fecha de corte \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2018

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Primer ejemplar autoridad entrante

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Segundo ejemplar autoridad saliente Cargo\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Tercer ejemplar: *Órgano Interno de Control, Entrante*

**OP8 Actas de Comités Comunitarios.**

Municipio de: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **ENTREGA- RECEPCIÓN 2018**

Dependencia: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fecha de corte \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2018

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Primer ejemplar autoridad entrante

Recibe: Nombre\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Segundo ejemplar autoridad saliente Cargo\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Entrega: Nombre \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tercer ejemplar: *Órgano Interno de Control, Entrante*

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| **OP9. Plan Rector de Desarrollo Urbano.** |  |  |  |
| Municipio de: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | **ENTREGA- RECEPCIÓN 2018** |
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Primer ejemplar autoridad entrante

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Segundo ejemplar autoridad saliente Cargo\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Tercer ejemplar: *Órgano Interno de Control, Entrante*

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| **OP10. Inventario de expedientes en archivo de procesos de urbanización.** | |  |  |  |
| Municipio de: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **ENTREGA- RECEPCIÓN 2018** | | |  |
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| **INVENTARIO DE EXPEDIENTES EN ARCHIVO DE PROCESOS DE URBANIZACION** | | | | | | | | | | | | |
| **PROCESO:** | | AUTORIZACION DE PROGRAMA PARCIAL DE URBANIZACION | | | | | | | | | | |
| **FOLIO** | | **PROMOVENTE** | **NOMBRE DEL PROYECTO** | **UBICACION** | **CLAVE CATASTRAL** | **USO DEL SUELO** | **LOTES** | **PAGO / NO. DE RECIBO** | **IMPORTE** | | **DRO** | **ESTATUS** |
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| Primer ejemplar autoridad entrante | | | | | | | | |
| Recibe: Nombre\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | |
| Segundo ejemplar autoridad saliente Cargo\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | |
| Entrega: Nombre \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | |
| Tercer ejemplar: *Órgano Interno de Control, Entrante* | | | | | | | | |

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| **INVENTARIO DE EXPEDIENTES EN ARCHIVO DE PROCESOS DE URBANIZACION** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **PROCESO:** | | AUTORIZACION DE PROYECTO EJECUTIVO DE URBANIZACION | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **FOLIO** | | **PROMOVENTE** | | | | | **NOMBRE DEL PROYECTO** | | | | | | **UBICACION** | | | | | **CLAVE CATASTRAL** | | | | | **USO DEL SUELO** | | | | | **LOTES** | | **PAGO / NO. DE RECIBO** | | | | | | | **IMPORTE** | | | **DRO** | | | **ESTATUS** |
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| Primer ejemplar autoridad entrante | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Recibe: Nombre\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Segundo ejemplar autoridad saliente Cargo\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Entrega: Nombre \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **INVENTARIO DE EXPEDIENTES EN ARCHIVO DE PROCESOS DE URBANIZACION** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **PROCESO:** | | AUTORIZACION DE LICENCIAS DE URBANIZACION | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **FOLIO** | | **PROMOVENTE** | | | | | **NOMBRE DEL PROYECTO** | | | | | | **UBICACION** | | | | | **CLAVE CATASTRAL** | | | | | **USO DEL SUELO** | | | | | **LOTES** | | **PAGO / NO. DE RECIBO** | | | | | | | **IMPORTE** | | | **DRO** | | | **ESTATUS** |
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| Primer ejemplar autoridad entrante | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Recibe: Nombre\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Tercer ejemplar: *Órgano Interno de Control, Entrante* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **INVENTARIO DE EXPEDIENTES EN ARCHIVO DE PROCESOS DE URBANIZACION** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **PROCESO:** | | AUTORIZACION DE INCORPORACIONES MUNICIPALES | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **FOLIO** | | **PROMOVENTE** | | | | | **NOMBRE DEL PROYECTO** | | | | | | **UBICACION** | | | | | **CLAVE CATASTRAL** | | | | | **USO DEL SUELO** | | | | | **LOTES** | | **PAGO / NO. DE RECIBO** | | | | | | | **IMPORTE** | | | **DRO** | | | **ESTATUS** |
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| Primer ejemplar autoridad entrante | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Recibe: Nombre\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Segundo ejemplar autoridad saliente Cargo\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Entrega: Nombre \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Tercer ejemplar: *Órgano Interno de Control, Entrante* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **INVENTARIO DE EXPEDIENTES EN ARCHIVO DE PROCESOS DE URBANIZACION** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **PROCESO:** | | AUTORIZACION DE MUNICIPALIZACIONES | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **FOLIO** | | **PROMOVENTE** | | | | | **NOMBRE DEL PROYECTO** | | | | | | **UBICACION** | | | | | **CLAVE CATASTRAL** | | | | | **USO DEL SUELO** | | | | | **LOTES** | | **PAGO / NO. DE RECIBO** | | | | | | | **IMPORTE** | | | **DRO** | | | **ESTATUS** |
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| Recibe: Nombre\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Segundo ejemplar autoridad saliente Cargo\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Entrega: Nombre \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Tercer ejemplar: *Órgano Interno de Control, Entrante* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **INVENTARIO DE EXPEDIENTES EN ARCHIVO DE PROCESOS DE URBANIZACION** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **PROCESO:** | | | | AUTORIZACION DE LICENCIAS DE CONSTRUCCION | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **FOLIO** | | | | **PROPIETARIO** | | | | | | **UBICACION** | | | | | | | **CLAVE CATASTRAL** | | | | | | | **USO DEL SUELO** | | | | | **PAGO / NO. DE RECIBO** | | | | | | **IMPORTE** | | | **DRO** | | | **ESTATUS** | | |
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| Recibe: Nombre\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Segundo ejemplar autoridad saliente Cargo\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Entrega: Nombre \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Tercer ejemplar: *Órgano Interno de Control, Entrante* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **INVENTARIO DE EXPEDIENTES EN ARCHIVO DE PROCESOS DE URBANIZACION** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **PROCESO:** | | | AUTORIZACIONES DE DICTÁMENES DE USO DE VOCACION DE SUELO | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | |  | |
| **FOLIO** | | | **PROPIETARIO** | | | | | | **UBICACION** | | | | | | **CLAVE CATASTRAL** | | | | | | **USO DEL SUELO** | | | | | | **PAGO / NO. DE RECIBO** | | | | | | **IMPORTE** | | | **MODALIDAD DE DICTAMEN** | | | | | | **ESTATUS** | |
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| Primer ejemplar autoridad entrante | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Recibe: Nombre\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Segundo ejemplar autoridad saliente Cargo\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Entrega: Nombre \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Tercer ejemplar: *Órgano Interno de Control, Entrante* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **OP11. Relación de obra ejecutada y terminada con su expediente.** | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | |  | |  | | | | |
| Municipio de: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | | | **ENTREGA- RECEPCIÓN 2018** | | | | | | | | | | | | | |  | | | | |
| Dependencia:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fecha de corte \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2018 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| PROGRAMA | | | | | OBRA | | PRSUPUESTO DE OBRA | | | | FECHA DE INICIO | | | | FECHA DE TÉRMINO | | | | PRESUPUESTO EJERCIDO | | | | | VARIACIÓN | | | | | | | JUSTIFICACIÓN | | EXPEDIENTE | | | | |
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| Primer ejemplar autoridad entrante | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Recibe: Nombre\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Segundo ejemplar autoridad saliente Cargo\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Entrega: Nombre \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Tercer ejemplar: *Órgano Interno de Control, Entrante* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **OP12 Relación de obra en proceso y expedientes de obra.** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Municipio de: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | | | | | **ENTREGA- RECEPCIÓN 2018** | | | | | | | | | | | | | | | | | | | | | | |
| Dependencia:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fecha de corte \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2018 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| PROGRAMA | | | | 0BRA | | PRSUPUESTO DE OBRA | | | | FECHA DE INICIO | | | PRESUPUESTO EJERCIDO | | | | | PRESUPUESTO POR EJERCER | | | | | | | PORCENTAJE DE AVANCE | | | | | EXPEDIENTE | | | | OBSERVACIONES | | | | | | | | | |
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| Primer ejemplar autoridad entrante | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Recibe: Nombre\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Segundo ejemplar autoridad saliente Cargo\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Entrega: Nombre \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Tercer ejemplar: *Órgano Interno de Control, Entrante* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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| **OP13. Relación de documentos que integran el expediente de obra** | | | | | | |  |  |  |
| Municipio de: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | **ENTREGA RECEPCIÓN 2018** | | |
| Dependencia:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fecha de corte \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2018 | | | | | | | | | |
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| **FORMATO PARA INTEGRACION DE EXPEDIENTES** | | | | | | |  | | |
| ***DEPENDENCIA*** | **MODALIDAD DE EJECUCIÓN** | | | | **NOMBRE DE LA OBRA** | | **EXPEDIENTE** | | **FUNDAMENTO LEGAL** |
| **ADMINISTRACION DIRECTA** | **CONTRATO** | | | **LOCALIDAD** | |
| **ADJUDICACION DIRECTA** | **INVITACIÓN A CUANDO MENOS TRES PERSONAS** | **LICITACIÓN PÚBLICA** | **MODALIDAD DE EJECUCION** | |
| **MONTO AUTORIZADO** | |
| **MONTO EJERCIDO** | FUNDAMENTO LEGAL |
| LEY ESTATAL DE OBRAS PÚBLICAS |
|  |
| **DOCUMENTO** |  | **SI** | **NO** |
|  | 1 |  |  |  |  | ESTUDIOS DE PREINVERSION |  |  |  |
| 2 |  |  |  |  | ESTUDIOS TECNICOS (mecánica de suelos, cálculo estructural, impacto ambiental, otros) |  |  | ARTS. 20, 21 |
| 3 |  |  |  |  | DICTAMEN DE FACTIBILIDAD |  |  | ART. 17 |
| 4 |  |  |  |  | CONSTANCIA QUE ACREDITE LA PROPIEDAD DEL INMUEBLE |  |  | ART. 19 |
| 5 |  |  |  |  | PERMISOS, AUTORIZACIONES Y LICENCIAS |  |  |
| 6 |  |  |  |  | PROYECTO DE OBRA |  |  | ART. 24 |
| 7 |  |  |  |  | ESPECIFICACIONES TECNICAS Y DE CONSTRUCCION DE LA OBRA |  |  |
| 8 |  |  |  |  | PROGRAMA DE EJECUCION DE OBRA |  |  |
| 9 |  |  |  |  | PROGRAMA DE SUMINISTROS |  |  | ARTS. 71, 73 |
| 10 |  |  |  |  | PRESUPUESTO BASE |  |  | ART. 21 |
| 11 |  |  |  |  |     CATÁLOGO DE CONCEPTOS |  |  |
| 12 |  |  |  |  |     ANÁLISIS DE MANO DE OBRA (FSAR), MAQUINARIA Y EQUIPO |  |  |
| 13 |  |  |  |  |     TARJETAS DE ANÁLISIS DE BÁSICOS |  |  |
| 14 |  |  |  |  |     TARJETAS DE ANÁLISIS DE PRECIOS UNITARIOS |  |  |
| 15 |  |  |  |  |     EXPLOSIÓN DE INSUMOS |  |  |
| 16 |  |  |  |  | ACTA DE DE APROBACIÓN DEL CABILDO |  |  | ART. 24 |
| 17 |  |  |  |  | ACUERDO DE EJECUCION DE LA OBRA (ADMÓN. DIRECTA) |  |  | ART. 71 |
| 18 |  |  |  |  | \* FORMATO DE INFORMACIÓN BÁSICA DE LA OBRA |  |  | \* |
| 19 |  |  |  |  | CONVOCATORIA PÚBLICA |  |  | ARTS. 31,32 |
| 20 |  |  |  |  | INVITACIÓN A CONTRATISTAS |  |  | ART. 41 |
| 21 |  |  |  |  | COTIZACIONES COMPARATIVAS EN HOJAS MEMBRETADAS |  |  | ART. 43 |
| 22 |  |  |  |  | FACTURAS DE INSUMOS |  |  | ART. 70 |
| 23 |  |  |  |  | POLIZAS DE CHEQUE DE LOS PAGOS REALIZADOS |  |  | ART. 31 Ley Presup Contab y Gasto Pub Mpal. |
| 24 |  |  |  |  | ACTA CIRCUNSTANCIADA EN SU CASO |  |  | ART. 42 |
| 25 |  |  |  |  | DICTAMEN DE ADQUISICIONES DEL COMITÉ DE ANALISIS Y EVALUACIÓN |  |  | ART. 70 |
| 26 |  |  |  |  | BASES DEL CONCURSO |  |  | ART. 33 |
| 27 |  |  |  |  | ACTA DE JUNTA DE ACLARACIONES |  |  |
| DOCUMENTOS DEL CONTRATISTA | 28 |  |  |  |  | CARTA DE VISITA A LA OBRA |  |  | ART. 33 |
| 29 |  |  |  |  | CATALOGO DE CONCEPTOS DEL CONTRATISTA (PROPUESTA GANADORA) |  |  | ART. 37 |
| 30 |  |  |  |  | LISTA DE MATERIALES CON PRECIOS ACTUALIZADOS |  |  | ART. 38 |
| 31 |  |  |  |  | ANÁLISIS DE MANO DE OBRA, MAQUINARIA Y EQUIPO |  |  |
| 32 |  |  |  |  | TARJETAS DE ANÁLISIS DE BÁSICOS |  |  |
| 33 |  |  |  |  | TARJETAS DE ANÁLISIS DE PRECIOS UNITARIOS |  |  |
| 34 |  |  |  |  | PROGRAMA CALENDARIZADO DE EJECUCIÓN DE LOS TRABAJOS |  |  |
|  | 35 |  |  |  |  | ACTA PRIMERA Y SEGUNDA DEL CONCURSO |  |  | ART. 37 |
| 36 |  |  |  |  | CUADROS COMPARATIVOS |  |  | ART. 38 |
| 37 |  |  |  |  | DICTAMEN TÉCNICO PARA EMISIÓN DEL FALLO |  |  |
| 38 |  |  |  |  | ACTA DE FALLO DEL CONCURSO |  |  | ART. 39 |
| 39 |  |  |  |  | ESCRITO PARA ACREDITAR CRITERIOS DE ECONOMÍA, EFICACIA, EFICIENCIA, IMPARCIALIDAD Y HONRADEZ |  |  | ART. 41 |
| 40 |  |  |  |  | CONTRATO DE OBRA |  |  | ARTS. 45, 46 |
| 41 |  |  |  |  | DICTAMEN TÉCNICO QUE FUNDAMENTA EL CONVENIO MODIFICATORIO |  |  | ART. 69 REGLAMENTO |
| 42 |  |  |  |  | CONVENIO MODIFICATORIO |  |  | ART. 59 |
| 43 |  |  |  |  | FIANZAS (ANTICIPO Y CUMPLIMIENTO) |  |  | ART. 48 |
| 44 |  |  |  |  | ANTICIPO ( POLIZA Y FACTURA) |  |  | ART. 50 |
| 45 |  |  |  |  | DESTAJO DE MANO DE OBRA |  |  | ART. 70 |
| 46 |  |  |  |  | ESTIMACIONES DE OBRA (CON FACTURA) |  |  | ART. 53, 54 |
| 47 |  |  |  |  | NÚMEROS GENERADORES Y CROQUIS |  |  |
| 48 |  |  |  |  | AJUSTES DE COSTOS |  |  | ARTS. 56,57,58 |
| 49 |  |  |  |  | ALBUM FOTOGRÁFICO DEL INICIO, PROCESO Y TERMINACIÓN DE LA OBRA |  |  | ART. 53, 54 |
| 50 |  |  |  |  | BITÁCORA DE OBRA |  |  | ART. 46 |
| 51 |  |  |  |  | \* ADECUACIÓN DE LA OBRA |  |  | \* |
| 52 |  |  |  |  | ACTA DE ENTREGA RECEPCIÓN (CONTRATISTA – DEPENDENCIA) |  |  | ART. 64 |
| 53 |  |  |  |  | ACTA DE ENTREGA RECEPCIÓN DEPENDENCIA EJECUTORA – DEPENDENCIA OPERADORA. |  |  | ART. 72 |
| 54 |  |  |  |  | ACTA DE FINIQUITO |  |  | ART. 64 |
| 55 |  |  |  |  | GARANTÍA POR VICIOS OCULTOS CON VIGENCIA DE 1 AÑO |  |  | ART. 66 |
| 56 |  |  |  |  | SEGURO DE LA OBRA |  |  | ART. 6 |
| 57 |  |  |  |  | REGISTRO DEL TITULO DE PROPIEDAD DEL INMUEBLE PRODUCTO DE LA OBRA PÚBLICA |  |  | ART. 65 |
| 58 |  |  |  |  | DICTAMEN DE LA CONTRALORÍA O DEL ORGANO DE CONTROL |  |  | ARTS. 75, 76 |

Primer ejemplar autoridad entrante

Recibe: Nombre\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Segundo ejemplar autoridad saliente Cargo\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Entrega: Nombre \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tercer ejemplar: *Órgano Interno de Control, Entrante*

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| **OP14 Bitácoras de obra pendientes de pago.** | | | |  | |  | |  | |
| Municipio de: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | **ENTREGA- RECEPCIÓN 2018** | | | |
| Dependencia:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fecha de corte \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2018 | | | | | | | | | |
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| NÚMERO PROGRESIVO | DATOS ESPECÍFICOS DE LA BITÁCOIRA | | | | | | PERÍODO QUE CUBRE | | OBSERVACIONES |
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Segundo ejemplar autoridad saliente Cargo\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Entrega: Nombre \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tercer ejemplar: *Órgano Interno de Control, Entrante*

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| **OP15. Obra con contrato no ejecutada.** | | | |  |  |  |  |
| Municipio de: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | **ENTREGA- RECEPCIÓN 2018** | | |
| Dependencia:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fecha de corte \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2018 | | | | | | | |
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Primer ejemplar autoridad entrante

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Segundo ejemplar autoridad saliente Cargo\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Entrega: Nombre \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tercer ejemplar: *Órgano Interno de Control, Entrante*

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| **OP16. Expediente de Actas de Cabildo por autorizaciones de Obras.** | | | | | | | | | | | | | | |  | | |  | | | |  | |
| Municipio de: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | **ENTREGA- RECEPCIÓN 2018** | | | | | | | | | | |  | |
| Dependencia:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fecha de corte \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2018 | | | | | | | | | | | | | | | | | | | | | | | |
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| Segundo ejemplar autoridad saliente Cargo\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | | | | | | | |
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| Tercer ejemplar: *Órgano Interno de Control, Entrante* | | | | | | | | | | | | | | | | | | | | | | | |
| **OP17. Contratos con comisionistas vigentes.** | | | | | | | | | |  | | |  | | | |  | | | |  | | | | |
| Municipio de: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | |  | | | | **ENTREGA- RECEPCIÓN 2018** | | | | | | | | |
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| FECHA DE CONTRATACIÓN | | MODALIDAD DE CONTRATO | | PARTES | | | VIGENCIA | | | OBLIGACIÓN CONTRATISTA | | | OBLIGACIÓN DEL MUNICIPIO | | | | VALOR DEL CONTRATO | | | | OBSERVACIONES | | | | |
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| Tercer ejemplar: *Órgano Interno de Control, Entrante* | | | | | | | | | | | | | | | | | | | | | | | | | |
| **OP18. Contratos de maquinaria pesada vigentes.** | | | | | | | | | | | | | |  | | | | | |  | | | | |
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| Tercer ejemplar: *Órgano Interno de Control, Entrante* | | | | | | | | | | | | | | | | | | | | | | | | |

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| **OP19. Pólizas de obra con garantía vigentes.** | | | | | | |
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| Tercer ejemplar: *Órgano Interno de Control, Entrante* | | | | | | |

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| **OP20. Publicaciones de Presupuesto de Obras y Obras Ejecutadas.** | | | | |
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| Tercer ejemplar: *Órgano Interno de Control, Entrante* | | | | |

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| **PS1. Presupuesto por programas sociales autorizados para el ejercicio y avance presupuestal.**  Municipio de: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **ENTREGA- RECEPCIÓN 2018**  Dependencia:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fecha de corte \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2018   |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  |  | | PROGRAMA | OBRAS | ACCIONES | AUTORIZACÓN | FECHA DE EJECUCIÓN | PRESUPUESTO AUTORIZADO | PRESUPUESTO EJERCIDO | PRESUPUESTO POR EJERCER | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |   Primer ejemplar autoridad entrante  Recibe: Nombre\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Segundo ejemplar autoridad saliente Cargo\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Entrega: Nombre \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Tercer ejemplar: *Órgano Interno de Control, Entrante*    **PS2. Normativa específica vigente para cada programa.** | | | | | | |  |
| Municipio de: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **ENTREGA- RECEPCIÓN 2018** | | | | | | |  |
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Segundo ejemplar autoridad saliente Cargo\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Tercer ejemplar: *Órgano Interno de Control, Entrante*

**PS3. Convenios con *Sedesol* y calendario de ministraciones de recursos.**

Municipio de: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **ENTREGA- RECEPCIÓN 2018**

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Tercer ejemplar: *Órgano Interno de Control, Entrante*

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| **PS4. Informes trimestrales remitidos a *Sedesol*.** | | | | | |
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Tercer ejemplar: *Órgano Interno de Control, Entrante*

**PS5. Padrón de beneficiarios de programas tipo subsidio.**

Municipio de: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **ENTREGA- RECEPCIÓN 2018**

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Segundo ejemplar autoridad saliente Cargo\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Tercer ejemplar: *Órgano Interno de Control, Entrante*

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| **PS6. Padrón de beneficiarios de programas tipo crédito** | | | | | | | | | | | | | | | | | | | | | |  |  | | |  | | |  |  |
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Primer ejemplar autoridad entrante

Recibe: Nombre\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Segundo ejemplar autoridad saliente

Entrega: Nombre \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tercer ejemplar: *Órgano Interno de Control, Entrante*

**PS7. Relación de apoyos comprometidos pendientes de entregar por programa.**

Municipio de: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **ENTREGA- RECEPCIÓN 2018**

Dependencia: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fecha de corte \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2018

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Primer ejemplar autoridad entrante

Recibe: Nombre\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Segundo ejemplar autoridad saliente Cargo\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Entrega: Nombre \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tercer ejemplar: *Órgano Interno de Control, Entrante*

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| **PS8. Relación de aportaciones de beneficiarios por programas y estado de las aportaciones.** | | | | | | | |  |
| Municipio de: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | **ENTREGA RECEPCIÓN 2018** | |
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| PROGRAMA | OBRA | OBRA TERMINADA | POR EJECUTAR | BENEFICIARIO | APORTACIÓN POR BENEFICIARIO | FECHA DE ENTREGA DE LA APORTACIÓN | CANTIDAD COMPROMETIDA POR APORTAR | CANTIDAD PENDIENTE DE ENTREGAR O APORTAR |
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Primer ejemplar autoridad entrante

Recibe: Nombre\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Segundo ejemplar autoridad saliente Cargo\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Entrega: Nombre \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tercer ejemplar: *Órgano Interno de Control, Entrante*

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| **PS9. Relación de obras comprometidas pendientes de ejecutar con aportaciones de beneficiarios.** | | | | | | |
| Municipio de: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | **ENTREGA- RECEPCIÓN 2018** | |
| Dependencia:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fecha de corte \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2018 | | | | | | |
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| PROGRAMA | OBRA | PRESUPUESTO DE LA OBRA VALOR | APORTACIÓN BENEFICIARIOS | BENEFICIAROS | | DOMICILIO |
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Segundo ejemplar autoridad saliente Cargo\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Entrega: Nombre \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tercer ejemplar: *Órgano Interno de Control, Entrante*

**PS10. Relación de cuentas por cobrar a beneficiarios de programas.**

Municipio de: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **ENTREGA- RECEPCIÓN 2018**

Dependencia: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fecha de corte \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2018

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| PROGRAMA | BENEFICIARIO | | DOMICILIO | | | CRÉDITO | | VENCIMIENTOS | MENSUALIDAD | | IMPORTE AMORTIZACIONES PAGADAS | IMPORTE AMORTIZACIONES POR PAGAR | | IMPORTE AMORTIZACIONES VENCIDAS | |
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Primer ejemplar autoridad entrante

Recibe: Nombre\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Segundo ejemplar autoridad saliente Cargo\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Entrega: Nombre \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tercer ejemplar: *Órgano Interno de Control, Entrante.*

**SPM1. Relación de servicios.\***

Municipio de: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **ENTREGA- RECEPCIÓN 2018**

Dependencia: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Fecha de corte \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2018

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| CÓDIGO | NOMBRE DEL SERVICIO | SUBSERVICIO | ÁREA Y FUNCIONARIO RESPONSABLE | PERIODO DE COBERTURA ANUAL | PERIODO COBERTURA | | ZONAS COBERTURA | | PERSONAL PARA PRESTAR EL SERVICIO | | EQUIPAMIENTO PARA PRESTAR EL SERVICIO | |
| DEL | AL | ZONA RURAL | ZONA URBANA | PROPIO | CONTRATO | PROPIO | CONTRATO |
|  | SEGURIDAD | VIGILANCIA |  |  |  |  |  |  |  |  |  |  |
|  |  | PREVENTIVA |  |  |  |  |  |  |  |  |  |  |
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|  | TRÁNSITO | PATRULLAJE VIALIDAD |  |  |  |  |  |  |  |  |  |  |
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|  | LIMPIA Y SANIDAD | RECOLECIÓN DE BASURA |  |  |  |  |  |  |  |  |  |  |
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|  |  | ESPACIOS PÚBLICOS JARDINES, CALLES Y CAMELLONES, PANTEONES |  |  |  |  |  |  |  |  |  |  |
|  |  | PODAS DE ÁRBOLES |  |  |  |  |  |  |  |  |  |  |
|  | ALUMBRADO | SERVICIO PÚBLICO |  |  |  |  |  |  |  |  |  |  |
|  |  | REPOSICIÓN LUMINARAS |  |  |  |  |  |  |  |  |  |  |
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Primer ejemplar autoridad entrante

Recibe: Nombre\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Segundo ejemplar autoridad saliente Cargo\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Entrega: Nombre \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tercer ejemplar: *Órgano Interno de Control, Entrante \*ES CONVENIENTE HACER UN DETALLE POR SERVICIO*

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| **SPM2. Relación de rutas y roles de trabajo**. | | | |  |  |  |  |  |  |  |
| Municipio de: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | **ENTREGA- RECEPCIÓN 2018** | | |  |  |  |  |
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| **SERVICIO \_\_\_\_\_\_\_\_\_\_\_\_LIMPIA Y SANIDAD\*\_\_\_\_\_\_\_\_SUBSERVICIO: RECOLECCIÓN DE BASURA\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | | | | | |
| **FUNCIONARIO RESPONSABLE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_CARGO\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | | | | | |
| CÓDIGO | PERIODO DE COBERTURA ANUAL | PERIODO COBERTURA TEMPORAL | | ZONAS COBERTURA | | PERSONAL PARA PRESTAR EL SERVICIO | | EQUIPAMIENTO PARA PRESTAR EL SERVICIO | | RUTA\*\* |
| DEL | AL | ZONA RURAL | ZONA URBANA | PROPIO | CONTRATO | PROPIO | CONTRATO |
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Primer ejemplar autoridad entrante

Recibe: Nombre\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Segundo ejemplar autoridad saliente Cargo\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Tercer ejemplar *Órgano Interno de Control, Entrante* ***\*HACER UN FORMATO POR RUTA* *\*\*ANEXAR DETALLE DE RUTA CON MAPA.***

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| **SPM3. Relación de convenios con prestadoras de servicios.** | | | | | | | | | | |  | | |  | | |  | | | |  | | |
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| **SERVICIO \_\_\_\_\_\_\_\_\_\_\_\_LIMPIA Y SANIDAD\_\_\_\_\_\_\_\_SUBSERVICIO: RECOLECCIÓN DE BASURA\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | | | | | | | | | | | | | | | | | | |
| **FUNCIONARIO RESPONSABLE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_CARGO\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | | | | | | | | | | | | | | | | | | |
| Núm. progresivo | | Tipo de contratación | | Objeto | | Partes | Fecha de Inicio | | | Fecha de Término | | | | Vigencia | | | Importe a pagar | | | | Observación | | |
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| Segundo ejemplar autoridad saliente Cargo | | | | | |  |  | | |  | | | |  | | |  | | | |  | | |
| Entrega: Nombre \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | | | | | | | |
| **SPM4. Relación de convenios para prestar servicios.** | | | | | | | | | | | | | | | |  | | |  | | |  | | |
| Municipio de: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | |  | | |  | | | |  | | | **ENTREGA- RECEPCIÓN 2018** | | | | | |
| Dependencia:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fecha de corte \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2018 | | | | | | | | | | | | | | | | | | | | | |  | | |
| **SERVICIO \_\_\_\_\_\_\_\_\_\_\_\_LIMPIA Y SANIDAD\_\_\_\_\_\_\_\_SUBSERVICIO: RECOLECIÓN DE BASURA\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | | | | | | | | | | | | | | | | | | | |
| **FUNCIONARIO RESPONSABLE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_CARGO\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | | | | | | | | | | | | | | | | | | | |
| Núm. Progre  sivo | CONTRATO | | PERSONA A PRESTAR EL SERVICIO | | DOMICILIO | | | SERVICIO | | | | | Fecha de Inicio | | Fecha de Término | | | Vigencia | | Importe por Derechos a Cobrar | | | Observación | |
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Primer ejemplar autoridad entrante

Recibe: Nombre\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Segundo ejemplar autoridad saliente Cargo\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Entrega: Nombre \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tercer ejemplar: *Órgano Interno de Control, Entrante.*

**SEG1. Inventario de equipamiento de seguridad y armas\* ENTREGA- RECEPCIÓN 2018**

Municipio de: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dependencia: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fecha de corte \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2018

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| Núm. progresivo | No de Inventario | Descripción del equipo | Marca | Modelo | Serie | Otros (calibre) | Estado actual | Usuario Responsable | Resguardo |
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Primer ejemplar autoridad entrante

Recibe: Nombre\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Segundo ejemplar autoridad saliente Cargo\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Entrega: Nombre \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tercer ejemplar: *Órgano Interno de Control, Entrante* **\*Hacer anexos para cada tipo de equipo.**

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| **SEG2**. **Inventario vehicular** **y equipamientos.** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | |  | | | | | | | | | | | | | | |  | | | | | | | |  | | | | | | | |
| Municipio de: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | | | | | | | **ENTREGA- RECEPCIÓN 2018** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | |  | | | | | | | | | |  | | | | | | | | | | | | | | |  | | | | | | | |  | | | | | | | |
| Dependencia: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Fecha de corte \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2018 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Núm. progresivo | | | | | No de Inventario | | | | | | Descripción del equipo | | | | Marca | | | | Modelo | | | | | | Serie | | | | Placa | | | | | | | | | | | | | Estado actual | | | | | | | Usuario Responsable | | | | | | | | | | | | | | | Resguardo | | | | | | | | | | | | | | | | Destino | | | | | | | | | | | | | | | | | | | | | | | |
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| Recibe: Nombre\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Segundo ejemplar autoridad saliente Cargo\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Tercer ejemplar: *Órgano Interno de Control, Entrante* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | |  | | | | | | | | | | | | | | |  | | | | | | | |  | | | | | | | |
| **SEG3. Red de comunicación sistemas, radio y telecomunicación** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | |
| Municipio de: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | **ENTREGA- RECEPCIÓN 2018** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Dependencia: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | Fecha de corte \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2018 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **RED DE COMPUTADORAS Y TELEFONÍA** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| *Incluye los equipos que integran la infraestructura de red y telefonía: switches, conmutadores telefónicos, teléfonos, antenas, módems, Access point, routers y demás dispositivos utilizados para la comunicación externa e interna. Se acompaña de plano o esquema que indique la ubicación de los nodos de red y el cableado.* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| NO. DE INVENTARIO | | | | | | | | | MARCA | | | | | MODELO | | | NO. DE SERIE | | | | UBICACIÓN FÍSICA | | | | | | | | | | | | | | | | | | | RESPONSABLE | | | | | | | | | | | | | | MANUAL TÉCNICO SI/NO | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **SEG4. Rutas y roles de patrullaje** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | |
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| Núm. progresivo | | | | Ruta | | | | | | | Usuario Responsable | | | | | | Destino | | | | | | | Horario inicio | | | | | | | | Horario salida | | | | | Vehículo | | | | | | | | | | | | Control Vehicular | | | | | | | | | | | | | | | | | | | | Marca | | | | | | | | | | | | | | | | Modelo | | | | | | | | | Placa | | | | | |
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| **SEG5. Inventario de vehículos en resguardo y estatus jurídico** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | |
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| Núm. progresivo | | | | No de Inventario | | | | | | | Descripción del equipo | | | | | | | | | Marca | | | | | Modelo | | | | | | | Serie | | | | Placa | | | | | | Estado actual | | | | | | | | | | | | Motivo del Resguardo | | | | | | | | | | | | | | | | | | | | Resguardo | | | | | | | | | | | | | | **Estatus Jurídico** | | | | | | | | | | |
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| Tercer ejemplar: Órgano Interno de Control, Entrante | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | |  | | | | | | | |  | | | | | | |  | | |
| **SEG6. Programas de seguridad y su estatus, en ejecución y en desarrollo** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Municipio de: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | |  | | | | | | | | |  | | | | | | | | | | **ENTREGA- RECEPCIÓN 2018** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Dependencia:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fecha de corte \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2018 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | |
| **FUNCIONARIO RESPONSABLE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_CARGO\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Núm. Progre  sivo | | | | | | | PROGRAMA | | | | | | SERVICIO | | | | | | | | | | EJECUCIÓN | | | | | | | | | | | | | POR DESARROLLAR | | | | | | | | | | | | VINCULACIÓN | | | | | | | | | | | Fecha de Inicio | | | | | | | | | | Fecha de Término | | | | | | | | | | Vigencia | | | | | | | | | | Observación | | | | | | | | | |
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| Primer ejemplar autoridad entrante | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | |  | | | | |  | | | | | | | | |  | | | | | | | |  | | | | | | | | | | | | | |
| Recibe Nombre\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Segundo ejemplar autoridad saliente cargo\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Entrega: Nombre \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Tercer ejemplar: Órgano Interno de Control, Entrante | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **SEG7. Relación cronológica de eventos especiales y programa de seguridad**. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Municipio de: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | |  | | | | | | | | | **ENTREGA- RECEPCIÓN 2018** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Dependencia:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fecha de corte \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2018 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **FUNCIONARIO RESPONSABLE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_CARGO\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Núm. Progre  sivo | | | | | | | EVENTO | | | | | | | | | | FECHA INICIO | | | | | | FECHA TÉRMINO | | | | | | | | | | | UBICACIÓN DEL EVENTO | | | | | | | | | | | | | | VINCULACIÓN | | | | | | | | | | | REQUERIMIENTOS MATERIALES | | | | | | | | | | | | | | | | | | | | | | REQUERIMIENTOS PERSONAL | | | | | | | | | | | | | | | |
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| Primer ejemplar autoridad entrante | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | |  | | | | |  | | | | | | | | |  | | | | | | | |  | | | | | | | | | | | | | |
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| Segundo ejemplar autoridad saliente Cargo\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Tercer ejemplar: Órgano Interno de Control, Entrante | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **SEG8. Base de Operación Mixta.**  Municipio de: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | |  | | | | | | | | | **ENTREGA- RECEPCIÓN 2018** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Dependencia:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fecha de corte \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2018 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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Primer ejemplar autoridad entrante

Recibe: Nombre\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Segundo ejemplar autoridad saliente Cargo\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Tercer ejemplar: *Órgano Interno de Control, Entrante*

**SEG9. Resguardo de documentos oficiales de particulares y estatus jurídico.**

Municipio de: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **ENTREGA- RECEPCIÓN 2018**

Dependencia: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fecha de corte \_\_\_\_\_\_\_\_\_\_\_\_\_\_2018

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| Núm. progresivo | Tipo de Documento | Código de Identificación | Documento Oficial | Documento Particular | Estatus jurídico | Motivo del resguardo | Responsable | Observación |
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Segundo ejemplar autoridad saliente Cargo\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Entrega: Nombre \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tercer ejemplar: *Órgano Interno de Control, Entrante*

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| **SEG10. Relación de Personal y estatus de Control de Confianza** |  |

Municipio de: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dependencia: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fecha de corte \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2018

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| Núm. progresivo | Nombre | Fecha de Ingreso | Tipo contratación | Nombramiento | Área de adscripción | Examen de control de Confianza | Fecha | Acreditado | Pendiente de Acreditar |
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Segundo ejemplar autoridad saliente Cargo\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Entrega: Nombre \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tercer ejemplar: *Órgano Interno de Control, Entrante*

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| **SEG11. Cárcel Municipal Relación de Detenidos** |  |

Municipio de: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dependencia: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fecha de corte \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2018

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Primer ejemplar autoridad entrante

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Segundo ejemplar autoridad saliente Cargo\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Tercer ejemplar: *Órgano Interno de Control, Entrante*

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| **SIS1. Inventario de equipos informáticos.** | | | | | | | | | | | | | | | |
| Municipio de: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | |  | | | **ENTREGA- RECEPCIÓN 2018** | | | | | | | |
| Dependencia: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | |  | | | Fecha de corte \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2018 | | | | | | | |
| **INVENTARIO INFORMATICO** | | | | | | | | | | | | | | | | |
| *Computadoras PC, laptops, servidores, tablets, cámaras digitales, UPS, reguladores electrónicos y periféricos como son impresoras, escáner, proyectores, discos externos, grabadores de medios de almacenamiento, así como cualquier otro dispositivo electrónico utilizado para procesar o almacenar información digital.* | | | | | | | | | | | | | | | | |
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| NO. DE INVENTARIO | MARCA | | MODELO | NO. DE SERIE | | UBICACIÓN FÍSICA | | | RESPONSABLE | | | MANUAL TÉCNICO SI/NO | | CARACTERÍSTICAS | | |
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| Tercer ejemplar: Órgano Interno de Control, Entrante | | | | | | | | | | | | | |  | | |
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DE SERIE | UBICACIÓN FÍSICA | RESPONSABLE | MANUAL TÉCNICO SI/NO | SE INCLUYE EN PLANO SI/NO | CARACTERÍSTICAS | |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | | Primer ejemplar autoridad entrante | | | | | | | | | | Recibe: Nombre\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | Segundo ejemplar autoridad saliente Cargo | | | | | | | | | | Entrega: Nombre \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | Tercer ejemplar: Órgano Interno de Control, Entrante | | | | | | |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **SIS3. Sistemas de Informática.** | | | | | | | | | | | Municipio de: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |  |  | **ENTREGA- RECEPCIÓN 2018** | | | | | Dependencia: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |  |  | Fecha de corte \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2018 | | | | |  | | | | | | | | | | | NOMBRE DEL SISTEMA | FUNCIONES PRINCIPALES | PLATAFORMA | LENGUAJE DE PROGRAMACION | CODIGO FUENTE SI/NO | MANUAL DE USUARIO SI/NO | MANUAL TECNICO SI/NO | MEDIO DE INSTALACION SI/NO | CERTIFICADO DE LICENCIA SI/NO | OBSERVACIONES | |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  | | Primer ejemplar autoridad entrante | | | | | | | | | | | Recibe: Nombre\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | Segundo ejemplar autoridad saliente Cargo | | | | | | | | | | | Entrega: Nombre \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | Tercer ejemplar: Órgano Interno de Control, Entrante | | | | | | | |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | **SIS4. Bases de datos** | | | | | | | | | Municipio de: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | **ENTREGA- RECEPCIÓN 2018** | | | | Dependencia: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | Fecha de corte \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2018 | | | |  | | | | | | | | |  |  |  |  |  |  |  |  | | NOMBRE DE LA BASE DE DATOS | FUNCIONES PRINCIPALES | MOTOR DE LA BASE DE DATOS | DIAGRAMA DE ESTRUCTURA Y RELACIONES SI/NO | RESPALDOS EN MEDIO FÍSICO SI/NO | PERIODO DE LOS RESPALDOS ENTREGADOS | RESPALDOS AUTOMATIZADOS SI/NO | OBSERVACIONES | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | | Primer ejemplar autoridad entrante | | | | | | | | | Recibe: Nombre\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | Segundo ejemplar autoridad saliente Cargo | | | | | | | | | Entrega: Nombre \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | Tercer ejemplar: Órgano Interno de Control, Entrante | | | | | | |  |   **SIS5. Sistemas y aplicaciones web.** | | | | | | | | | | | | | | | |
| Municipio de: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | |  | | **ENTREGA- RECEPCIÓN 2018** | | | | | | | |
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| **SISTEMAS Y APLICACIONES WEB** | | | | | | | | | | | | | | | |
| *Entregar los archivos fuente de los sitios y aplicaciones web que operan actualmente en la entidad y sus manuales técnicos.  Relacionar los buzones de correo electrónico y los usuarios que los utilizan.* | | | | | | | | | | | | | | | |
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| SISTEMA O APLICACIÓN WEB | URL | | PLATAFORMA | LENGUAJE(S) DE PROGRAMACIÓN | | RESPALDO EN MEDIO FISICO SI/NO | | ARCHIVOS FUENTE SI/NO | | MANUAL TÉCNICO SI/NO | | | OBSERVACIONES | | |
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| Tercer ejemplar: Órgano Interno de Control, Entrante | | | | | | | | | | | | |  | | |
| **SIS6. Claves de acceso al administrador.** | | | | | | | | | | | | | | |
| Municipio de: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | |  | | **ENTREGA- RECEPCIÓN 2018** | | | | | | | |
| Dependencia: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | |  | | Fecha de corte \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2018 | | | | | | | |
| **CLAVES DE ADMINISTRADOR** | | | | | | | | | | | | | | |
| *Claves de administrador de todos los equipos, dispositivos, sitios web, sistemas y bases de datos del ente público que requieran una contraseña para ser administrados.* | | | | | | | | | | | | | | |
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| SISTEMA O DISPOSITIVO | | INVENTARIO, SERIE O URL | | | NOMBRE DE USUARIO | | CONTRASEÑA | | | | OBSERVACIONES | | | |
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| Segundo ejemplar autoridad saliente Cargo | | | | | | | | | | | | | | |
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| Tercer ejemplar: Órgano Interno de Control, Entrante | | | | | | | | | | | | | | |

1. 2 Con respecto a la información de la deuda pública, ésta se incluye en el informe de deuda pública en la nota 11 “Información sobre la Deuda y el Reporte Analítico de la Deuda” de las notas de Gestión Administrativa. [↑](#footnote-ref-1)