



JOHN HAY MANAGEMENT CORPORATION
a member of The BCDA Group

BUDGET MONITORING REPORT

Management and Administrative Cost / Estate Management Fee

As of 31 January 2017

Account Code	EXPENSE ACCOUNT	CY2017 Approved Budget	Budget as of 31 January 2017	EXPENSES			Total Expenses	BALANCE (Budget less Expenses)	% BUDGET UTILIZATION
				LIQUIDATED	UNLIQUIDATED	INPUT TAX			
		A	B	C	D	E	F = C+D+E	G = B - F	H=F/B
PERSONNEL SERVICES									
701	Salaries and Wages-Regular	16,490,805.77	1,374,233.81	1,058,594.38	130,263.74	-	1,188,858.12	185,375.69	
711	Personnel Economic Relief Allowance	684,000.00	57,000.00	48,090.91	2,318.18	-	50,409.09	6,590.91	
713	Representation Allowance	1,596,000.00	133,000.00	104,687.50	14,950.00	-	119,637.50	13,362.50	
714	Transportation Allowance	1,476,000.00	123,000.00	99,568.18	5,900.00	-	105,468.18	17,531.82	
715	Clothing/Uniform Allowance	228,000.00	188,000.00	188,000.00	-	-	188,000.00	0.00	
725	Mid-Year Bonus	1,390,094.40		-	-	-	-	0.00	
725YEB	Year-End Bonus	1,390,094.40		-	-	-	-	0.00	
724	Cash Gift	285,000.00		-	-	-	-	0.00	
749.1	Fringe Benefit	352,941.18	29,411.76	10,000.00	19,411.76	-	29,411.76	0.00	
719.2	Rice Subsidy	1,231,200.00	102,600.00	86,400.00	4,500.00	-	90,900.00	11,700.00	
	Life/Medical Insurance	684,000.00		-	-	-	-	0.00	
719	Year End Benefit (Christmas Gift Check)	1,710,000.00		-	-	-	-	0.00	
719.A	Anniversary Bonus	285,000.00		-	-	-	-	0.00	
723	Overtime and Night Pay	419,056.64	34,921.39	63,599.93	-	-	63,599.93	(28,678.54)	
742	Leave Monetization	664,586.06	4,671.52	4,671.52	-	-	4,671.52	0.00	
749	Maternity Leave Benefit			-	-	-	-	0.00	
PEI	Productivity Enhancement Incentive	285,000.00		-	-	-	-	0.00	
PBB	Performance Based Bonus	1,995,000.00		-	-	-	-	0.00	
731	SSS Life and Retirement Insurance Cont.	762,753.80	63,562.82	53,041.20	3,536.10	-	56,577.30	6,985.52	
734	ECC Contributions	18,120.00	1,510.00	1,240.00	90.00	-	1,330.00	180.00	
732	PAG-IBIG Contributions	68,400.00	5,700.00	4,800.00	300.00	-	5,100.00	600.00	
733	PHILHEALTH Contributions	189,643.75	15,803.65	12,725.00	1,312.50	-	14,037.50	1,766.15	
TOTAL PS		32,205,696.00	2,133,414.95	1,735,418.62	182,582.28		1,918,000.90	215,414.05	89.90%

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MAINTENANCE & OTHER OPERATING EXPENSES									
751	Travelling Expenses-Local	2,500,000.00	208,333.33	92,604.78	100,000.00	-	192,604.78	15,728.55	
771 to 774	Communication Expenses	950,000.00	79,166.67	790.00	65,000.00	-	65,790.00	13,376.67	
	Repairs & Maintenance:			-	-	-	-	0.00	
815	Building & Facilities	260,000.00		-	-	-	-	0.00	
821	Furnitures, Fixtures & Equipment	492,000.00		-	-	-	-	0.00	
841	Motor Vehicles	1,000,000.00		-	-	-	-	0.00	
	Supplies & Materials:			-	-	-	-	0.00	
755	Office Supplies Expenses	2,100,000.00		-	-	-	-	0.00	
761	Fuel, Oil, and Lubricants Expenses	1,200,000.00	100,000.00	24,540.02	21,000.00	2,584.80	48,124.82	51,875.18	
782	Rent Expense	5,000.00		-	-	-	-	0.00	
766 to 767	Water & Illumination Expenses	340,000.00	28,333.33	-	28,333.33	-	28,333.33	0.00	
792	Auditing Services	2,000,000.00		-	-	-	-	0.00	
753	Training and Personnel Development	2,400,000.00		-	-	-	-	0.00	
783	Representation Expenses	1,200,000.00	100,000.00	23,961.44	75,520.20	518.36	100,000.00	0.00	
786	Subscription Expenses	65,000.00	5,416.67	-	5,416.67	-	5,416.67	0.00	
778	Membership Dues and Cont. to Organizations	15,000.00		-	-	-	-	0.00	
891	Taxes, Duties and Licenses	120,000.00	500.00	500.00	-	-	500.00	0.00	
780	Marketing and Advertising Expenses	1,118,453.00	50,000.00	-	15,000.00	-	15,000.00	35,000.00	
	Fidelity Bonds Insurance Premiums:			-	-	-	-	0.00	
893	Insurance Expenses	20,000.00		-	-	-	-	0.00	
CAR	Car Insurance & Registration	150,000.00		-	-	-	-	0.00	
892	Fidelity Bond Premiums	80,000.00		-	-	-	-	0.00	
797	Security Services	1,605,000.00	133,750.00	-	121,063.13	-	121,063.13	12,686.87	
799	Professional Services	3,000,000.00	200,000.00	165,515.77	34,484.23	-	200,000.00	0.00	
795	General Services	172,000.00	14,333.33	-	14,333.33	-	14,333.33	0.00	
791	Legal Services	500,000.00	20,000.00	9,300.00	5,000.00	-	14,300.00	5,700.00	
GAD	Gender & Development	1,000,000.00		-	-	-	-	0.00	
796	Janitorial Services	900,000.00	75,000.00	-	75,000.00	-	75,000.00	0.00	

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781	Printing and Binding Expenses	450,000.00	15,000.00	1,800.00	6,366.45	-	8,166.45	6,833.55	
CSR	Corporate Social Responsibility	300,000.00		-	-	-	-	0.00	
969	Miscellaneous Expenses	1,000,000.00	40,000.00	40,000.00	-	-	40,000.00	0.00	
QMS	Govt. Quality Mgmt. System Standard	1,000,000.00	30,000.00	1,695.00	21,600.00	-	23,295.00	6,705.00	
	DOLF	1,000,000.00		-	-	-	-	0.00	
751bod	Travelling Expenses-BOD	800,000.00	66,666.67	-	66,666.67	-	66,666.67	0.00	
753bod	Planning Expenses - BOD	400,000.00		-	-	-	-	0.00	
783bod	Meal Expenses-BOD	600,000.00	50,000.00	29,000.00	21,000.00	-	50,000.00	0.00	
TOTAL MOOE		28,742,453.00	1,216,500.00	389,707.01	675,784.02	3,103.16	1,068,594.18	147,905.82	87.84%
BOD EXPENSES									
I. Per Diems				-					
751bm	BOD Per Diem	1,200,000.00	100,000.00	60,000.00	-	-	60,000.00	40,000.00	
751bc	BOD Chairman	144,000.00	12,000.00	12,000.00	-	-	12,000.00	0.00	
751bs	Corporate Secretary Per Diem	120,000.00	10,000.00	10,000.00	-	-	10,000.00	0.00	
751bcor	BOD Per Diem (Committee Meeting)	792,000.00	66,000.00	24,000.00	30,000.00	-	54,000.00	12,000.00	
II. Other Expenses				-	-	-	-	0.00	
751EO	Transportation Expenses	1,320,000.00	110,000.00	-	51,463.21	-	51,463.21	58,536.79	
783EO	Representation Expenses	1,320,000.00	110,000.00	-	57,163.15	-	57,163.15	52,836.85	
773EO	Communication Expenses	330,000.00	27,500.00	-	19,762.25	-	19,762.25	7,737.75	
PBI	Performance Based Incentive	2,136,000.00		-	-	-	-	0.00	
TOTAL BOD EXPENSES		7,362,000.00	435,500.00	106,000.00	158,388.61		264,388.61	171,111.39	60.71%
TOTAL OPERATING EXPENSES		68,310,149.00	3,785,414.95	2,231,125.63	1,016,754.91	3,103.16	3,250,983.69	534,431.26	85.88%

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CAPITAL OUTLAY									
A. OFFICE EQUIPMENT, FURNITURE & FIX		1,605,000.00							
	(3) Laptops	120,000.00		-	-	-	-	0.00	
	Laser Printer	40,000.00		-	-	-	-	0.00	
	Integrated Audio System	250,000.00		-	-	-	-	0.00	
	Digital Projector w/ white screen	80,000.00		-	-	-	-	0.00	
	Barcode Printer	35,000.00		-	-	-	-	0.00	
	Scanner	80,000.00		-	-	-	-	0.00	
	Information System	1,000,000.00		-	-	-	-	0.00	
TOTAL CAPITAL OUTLAY		1,605,000.00						0.00	0.00%
GRAND TOTAL		69,915,149.00	3,785,414.95	2,231,125.63	1,016,754.91	3,103.16	3,250,983.69	534,431.26	85.88%

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