

BUDGET MONITORING REPORT

Management and Administrative Cost

As of 30 April 2016



Account Code	EXPENSE ACCOUNT	CY2016 Approved Budget	Budget as of 30 April 2016	EXPENSES			Total Expenses F = C+D+E	BALANCE (Budget less Expenses) G = B - F	% BUDGET UTILIZATION H = F/B
				LIQUIDATED C	INPUT TAX D	UNLIQUIDATED E			
		A	B	C	D	E	F = C+D+E	G = B - F	H = F/B
PERSONAL SERVICES									
701	Salaries and Wages-Regular	16,182,228.02	5,394,076.01	4,494,105.54	-	17,522.14	4,511,627.68	882,448.33	
711	Personnel Economic Relief Allowance (PER)	684,000.00	228,000.00	195,111.28	-	-	195,111.28	32,888.72	
713	Representation Allowance	1,596,000.00	532,000.00	447,450.00	-	-	447,450.00	84,550.00	
714	Transportation Allowance	1,476,000.00	492,000.00	406,542.85	-	-	406,542.85	85,457.15	
715	Clothing/Uniform Allowance	228,000.00	228,000.00	180,000.00	-	4,000.00	184,000.00	44,000.00	
725	13th Month Pay	1,352,145.83	8,369.57	4,854.78	-	-	4,854.78	3,514.79	
724	Cash Gift	285,000.00		-	-	-	-	-	
749.1	Fringe Benefit	240,000.00	80,000.00	80,000.00	-	-	80,000.00	-	
719.2	Rice Subsidy	1,231,200.00	410,400.00	351,000.00	-	-	351,000.00	59,400.00	
	Life/Medical Insurance	684,000.00		-	-	-	-	-	
719	Year End Benefit (Christmas Gift Check)	1,710,000.00		-	-	-	-	-	
719.A	Anniversary Bonus	285,000.00		-	-	-	-	-	
723	Overtime and Night Pay	414,450.62	138,150.21	93,237.53	-	107,162.79	200,400.32	(62,250.11)	
742	Leave Monetization	646,443.34		-	-	-	-	-	
PEI	Productivity Enhancement Incentive	285,000.00		-	-	-	-	-	
PBB	Performance Based Bonus	1,995,000.00		-	-	-	-	-	
731	SSS Life and Retirement Insurance Cont.	759,373.20	253,124.40	214,669.20	-	-	214,669.20	38,455.20	
734	ECC Contributions	18,120.00	6,040.00	5,080.00	-	-	5,080.00	960.00	
732	PAG-IBIG Contributions	68,400.00	22,800.00	19,400.00	-	-	19,400.00	3,400.00	
733	PHILHEALTH Contributions	187,350.00	62,450.00	51,762.50	-	-	51,762.50	10,687.50	
TOTAL PS		30,327,711.00	7,855,410.18	6,543,213.68		128,684.93	6,671,898.61	1,183,511.57	84.93%


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MAINTENANCE & OTHER OPERATING EXPENSES									
751	Travelling Expenses-Local	2,200,000.00	733,333.33	699,174.46	30,103.92	268,636.87	997,915.25	(264,581.92)	
751bod	Travelling Expenses-BOD	800,000.00	266,666.67	205,312.08	-	96,500.00	301,812.08	(35,145.41)	
771 to 774	Communication Expenses	900,000.00	300,000.00	215,955.04	25,629.48	115,335.07	356,919.59	(56,919.59)	
	Repairs & Maintenance:			-	-	-	-	-	
815	Building & Facilities	470,000.00	50,000.00	7,700.00	-	1,500.00	9,200.00	40,800.00	
821	Furnitures, Fixtures & Equipment	300,000.00	125,000.00	44,396.43	3,428.57	73,000.00	120,825.00	4,175.00	
841	Motor Vehicles	900,000.00	300,000.00	173,661.41	18,513.76	90,000.00	282,175.17	17,824.83	
	Supplies & Materials:			-	-	-	-	-	
755	Office Supplies Expenses	2,100,000.00	700,000.00	390,834.74	-	-	390,834.74	309,165.26	
761	Fuel, Oil, and Lubricants Expenses	1,400,000.00	466,666.67	174,823.24	15,575.87	61,496.84	251,895.95	214,770.72	
782	Rent Expense	10,000.00	5,000.00	1,500.00	-	-	1,500.00	3,500.00	
766 to 767	Water & Illumination Expenses	580,000.00	193,333.33	38,538.45	4,313.05	36,500.00	79,351.50	113,981.83	
792	Auditing Services	2,203,000.00	73,433.33	11,410.60	-	-	11,410.60	62,022.73	
753	Training and Personnel Development	1,650,000.00	383,333.33	319,083.97	1,584.00	54,500.00	375,167.97	8,165.36	
753bod	Planning Expenses - BOD	400,000.00		-	-	-	-	-	
783	Representation Expenses	1,600,000.00	366,666.67	249,223.26	12,537.03	96,000.00	357,760.29	8,906.38	
783bod	Meal Expenses-BOD	600,000.00	200,000.00	129,911.75	-	89,000.00	218,911.75	(18,911.75)	
786	Subscription Expenses	65,000.00	20,000.00	8,242.86	989.14	10,000.00	19,232.00	768.00	
778	Membership Dues and Cont. to Organizations	15,000.00		-	-	-	-	-	
891	Taxes, Duties and Licenses	220,000.00	57,500.00	47,790.29	-	9,500.00	57,290.29	209.71	
780	Marketing and Advertising Expenses	1,923,289.00	167,763.00	45,775.02	1,119.48	60,000.00	106,894.50	60,868.50	
	Fidelity Bonds Insurance Premiums:			-	-	-	-	-	
893	Insurance Expenses	20,000.00		-	-	-	-	-	
CAR	Car Insurance & Registration	220,000.00	50,000.00	26,078.97	-	2,700.00	28,778.97	21,221.03	
892	Fidelity Bond Premiums	30,000.00	1,000.00	562.50	-	-	562.50	437.50	
797	Security Services	1,605,000.00	535,000.00	241,428.44	2,433.20	241,428.44	485,290.08	49,709.92	
793	Consultancy Services	600,000.00	200,000.00	146,587.94	-	58,000.00	204,587.94	(4,587.94)	
799	Professional Services	2,430,000.00	825,000.00	815,976.11	-	9,000.00	824,976.11	23.89	
PRP	Public Relations Program	200,000.00	30,000.00	13,791.05	143.20	-	13,934.25	16,065.75	

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795	General Services	212,000.00	70,666.67	-	-	65,000.00	65,000.00	5,666.67	
791	Legal Services	500,000.00	190,000.00	179,034.26	-	2,500.00	181,534.26	8,465.74	
GAD	Gender & Development	1,000,000.00	200,000.00	51,439.38	-	-	51,439.38	148,560.62	
796	Janitorial Services	800,000.00	266,666.67	-	-	260,000.00	260,000.00	6,666.67	
781	Printing and Binding Expenses	365,000.00	121,666.67	74,462.14	6,669.99	37,950.00	119,082.13	2,584.54	
CSR	Corporate Social Responsibility	430,000.00	30,000.00	3,000.00	-	6,000.00	9,000.00	21,000.00	
969	Miscellaneous Expenses	650,000.00	60,000.00	52,267.86	2,132.14	5,600.00	60,000.00	-	
QMS	Govt. Quality Mgmt. System Standard	1,000,000.00	600,000.00	485,193.61	34,356.42	70,000.00	589,550.03	10,449.97	
TOTAL MOOE		28,398,289.00	7,588,696.33	4,853,155.85	159,529.25	1,820,147.22	6,832,832.32	755,864.01	90.04%
BOD EXPENSES							-		
I. Per Diems				-			-		
751bm	BOD Per Diem	1,200,000.00	400,000.00	345,000.00	-	-	345,000.00	55,000.00	
751bc	BOD Chairman	144,000.00	48,000.00	42,000.00	-	-	42,000.00	6,000.00	
751bs	Corporate Secretary Per Diem	120,000.00	40,000.00	-	-	-	-	40,000.00	
751bcon	BOD Per Diem (Committee Meeting)	792,000.00	264,000.00	225,000.00	-	33,000.00	258,000.00	6,000.00	
II. Other Expenses				-	-	-	-	-	
751EO	Transportation Expenses	1,320,000.00	440,000.00	36,575.06	-	152,149.76	188,724.82	251,275.18	
783EO	Representation Expenses	1,320,000.00	440,000.00	36,202.70	-	100,000.00	136,202.70	303,797.30	
773EO	Communication Expenses	330,000.00	110,000.00	17,499.00	-	69,015.00	86,514.00	23,486.00	
PBI	Performance Based Incentive	2,136,000.00		-	-	-	-	-	
TOTAL BOD EXPENSES		7,362,000.00	1,742,000.00	702,276.76		354,164.76	1,056,441.52	685,558.48	60.65%
TOTAL OPERATING EXPENSES		66,088,000.00	17,186,106.51	12,098,646.29	159,529.25	2,302,996.91	14,561,172.45	2,624,934.06	84.73%
CAPITAL OUTLAY							-		
A. OFFICE EQUIPMENT, FURNITURE & FIX		1,472,000.00	80,000.00	60,800.00			60,800.00	19,200.00	
	(2) Lightning Arrester	350,000.00		-	-	-	-	-	
	(5) Printer (A3, Original CISS)	100,000.00		-	-	-	-	-	
	(1) Photo Printer	20,000.00		-	-	-	-	-	
	(1) Speaker, sound system	20,000.00		-	-	-	-	-	
	(1) UPS (Rack Type)	60,000.00		-	-	-	-	-	
	Computer Operating System for 20 users	160,000.00		-	-	-	-	-	

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	Office Application Software for 25 users	360,000.00		-	-	-	-	-	
	Anti-virus Software for 50 users	60,000.00		-	-	-	-	-	
	(1) Photocopier (heavy duty)	112,000.00		-	-	-	-	-	
	(1) Scanner for FSD	25,000.00		-	-	-	-	-	
	(3) Laptops for SEZAD, IAS & OP	160,000.00	80,000.00	60,800.00	-	-	60,800.00	19,200.00	
	(1) Desktop for SEZAD	45,000.00		-	-	-	-	-	
	B. TRANSPORTATION EQUIPMENT	1,000,000.00							
	(1) Motor Vehicle	1,000,000.00		-	-	-	-	-	
	TOTAL CAPITAL OUTLAY	2,472,000.00	80,000.00	60,800.00			60,800.00	19,200.00	76.00%
	GRAND TOTAL	68,560,000.00	17,266,106.51	12,159,446.29	159,529.25	2,302,996.91	14,621,972.45	2,644,134.06	84.69%

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