

## BUDGET MONITORING REPORT

### Management and Administrative Cost

As of 29 February 2016



Account Code	EXPENSE ACCOUNT	CY2016 Approved Budget	Budget as of 29 February 2016	EXPENSES		Total Expenses	BALANCE (Budget less Expenses)	% BUDGET UTILIZATION
				LIQUIDATED	UNLIQUIDATED			
		A	B	C	D	E = C+D	F = B - E	G = E/B
<b>PERSONAL SERVICES</b>								
701	Salaries and Wages-Regular	16,182,228.02	2,697,038.00	2,277,589.08	-	2,277,589.08	419,448.92	
711	Personnel Economic Relief Allowance (PERA)	684,000.00	114,000.00	98,445.00	-	98,445.00	15,555.00	
713	Representation Allowance	1,596,000.00	266,000.00	227,897.05	-	227,897.05	38,102.95	
714	Transportation Allowance	1,476,000.00	246,000.00	207,897.04	-	207,897.04	38,102.96	
715	Clothing/Uniform Allowance	228,000.00	228,000.00	180,000.00	-	180,000.00	48,000.00	
725	13th Month Pay	1,352,145.83	846.57	423.28	-	423.28	423.29	
724	Cash Gift	285,000.00		-	-	-	-	
749.1	Fringe Benefit	240,000.00	40,000.00	40,000.00	-	40,000.00	-	
719.2	Rice Subsidy	1,231,200.00	205,200.00	178,200.00	-	178,200.00	27,000.00	
	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	69,075.10	49,375.27	43,862.26	93,237.53	(24,162.43)	
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	126,562.20	108,955.30	-	108,955.30	17,606.90	
734	ECC Contributions	18,120.00	3,020.00	2,600.00	-	2,600.00	420.00	
732	PAG-IBIG Contributions	68,400.00	11,400.00	9,800.00	-	9,800.00	1,600.00	
733	PHILHEALTH Contributions	187,350.00	31,225.00	26,362.50	-	26,362.50	4,862.50	
<b>TOTAL PS</b>		<b>30,327,711.00</b>	<b>4,038,366.87</b>	<b>3,407,544.52</b>	<b>43,862.26</b>	<b>3,451,406.78</b>	<b>586,960.09</b>	<b>85.47%</b>

*Handwritten signature or initials.*

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				LIQUIDATED	UNLIQUIDATED			
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<b>MAINTENANCE &amp; OTHER OPERATING EXPENSES</b>						-		
751	Travelling Expenses-Local	2,200,000.00	366,666.67	190,468.95	134,011.71	324,480.66	42,186.01	
751bod	Travelling Expenses-BOD	800,000.00	133,333.33	53,957.50	62,017.39	115,974.89	17,358.44	
771 to 774	Communication Expenses	900,000.00	150,000.00	55,911.90	125,877.81	181,789.71	(31,789.71)	
	Repairs & Maintenance:			-	-	-	-	
815	Building & Facilities	470,000.00	25,000.00	-	7,700.00	7,700.00	17,300.00	
821	Furnitures, Fixtures & Equipment	300,000.00	50,000.00	-	32,000.00	32,000.00	18,000.00	
841	Motor Vehicles	900,000.00	150,000.00	6,500.00	104,497.84	110,997.84	39,002.16	
	Supplies & Materials:			-	-	-	-	
755	Office Supplies Expenses	2,100,000.00	350,000.00	2,000.00	329,957.87	331,957.87	18,042.13	
761	Fuel, Oil, and Lubricants Expenses	1,400,000.00	233,333.33	67,115.11	46,907.87	114,022.98	119,310.35	
782	Rent Expense	10,000.00		-	-	-	-	
766 to 767	Water & Illumination Expenses	580,000.00	96,666.67	17,258.10	37,714.96	54,973.06	41,693.61	
792	Auditing Services	2,203,000.00		-	-	-	-	
753	Training and Personnel Development	1,650,000.00	166,666.67	107,473.68	17,753.50	125,227.18	41,439.49	
753bod	Planning Expenses - BOD	400,000.00		-	-	-	-	
783	Representation Expenses	1,600,000.00	183,333.33	70,917.56	105,500.00	176,417.56	6,915.77	
783bod	Meal Expenses-BOD	600,000.00	100,000.00	77,158.75	-	77,158.75	22,841.25	
786	Subscription Expenses	65,000.00		-	-	-	-	
778	Membership Dues and Cont. to Organizations	15,000.00		-	-	-	-	
891	Taxes, Duties and Licenses	220,000.00	8,750.00	8,000.00	-	8,000.00	750.00	
780	Marketing and Advertising Expenses	1,923,289.00	83,881.50	7,708.50	13,000.00	20,708.50	63,173.00	
	Fidelity Bonds Insurance Premiums:			-	-	-	-	
893	Insurance Expenses	20,000.00		-	-	-	-	
CAR	Car Insurance & Registration	220,000.00	20,000.00	4,626.46	-	4,626.46	15,373.54	
892	Fidelity Bond Premiums	30,000.00		-	-	-	-	
797	Security Services	1,605,000.00	267,500.00	-	243,861.64	243,861.64	23,638.36	
793	Consultancy Services	600,000.00	100,000.00	28,735.63	60,381.05	89,116.68	10,883.32	
799	Professional Services	2,430,000.00	405,000.00	282,455.35	122,500.00	404,955.35	44.65	
PRP	Public Relations Program	200,000.00		-	-	-	-	

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795	General Services	212,000.00	35,333.33	-	30,000.00	30,000.00	5,333.33	
791	Legal Services	500,000.00	180,000.00	4,000.00	168,334.26	172,334.26	7,665.74	
GAD	Gender & Development	1,000,000.00		-	-	-	-	
796	Janitorial Services	800,000.00	133,333.33	-	130,000.00	130,000.00	3,333.33	
781	Printing and Binding Expenses	365,000.00	60,833.33	24,165.65	25,000.00	49,165.65	11,667.68	
CSR	Corporate Social Responsibility	430,000.00		-	-	-	-	
969	Miscellaneous Expenses	650,000.00	50,000.00	40,000.00	10,000.00	50,000.00	-	
QMS	Govt. Quality Mgmt. System Standard	1,000,000.00	410,000.00	71,811.00	337,767.50	409,578.50	421.50	
<b>TOTAL MOOE</b>		<b>28,398,289.00</b>	<b>3,759,631.50</b>	<b>1,120,264.14</b>	<b>2,144,783.39</b>	<b>3,265,047.53</b>	<b>494,583.97</b>	<b>86.84%</b>
<b>BOD EXPENSES</b>						-		
<b>I. Per Diems</b>						-		
751bm	BOD Per Diem	1,200,000.00	200,000.00	175,000.00	-	175,000.00	25,000.00	
751bc	BOD Chairman	144,000.00	24,000.00	18,000.00	-	18,000.00	6,000.00	
751bs	Corporate Secretary Per Diem	120,000.00	20,000.00	-	-	-	20,000.00	
751bcon	BOD Per Diem (Committee Meeting)	792,000.00	132,000.00	120,000.00	-	120,000.00	12,000.00	
<b>II. Other Expenses</b>						-		
751EO	Transportation Expenses	1,320,000.00	220,000.00	3,192.86	121,411.94	124,604.80	95,395.20	
783EO	Representation Expenses	1,320,000.00	220,000.00	-	129,131.08	129,131.08	90,868.92	
773EO	Communication Expenses	330,000.00	55,000.00	2,500.00	27,500.00	30,000.00	25,000.00	
PBI	Performance Based Incentive	2,136,000.00		-	-	-	-	
<b>TOTAL BOD EXPENSES</b>		<b>7,362,000.00</b>	<b>871,000.00</b>	<b>318,692.86</b>	<b>278,043.02</b>	<b>596,735.88</b>	<b>274,264.12</b>	<b>68.51%</b>
<b>TOTAL OPERATING EXPENSES</b>		<b>66,088,000.00</b>	<b>8,668,998.37</b>	<b>4,846,501.52</b>	<b>2,466,688.67</b>	<b>7,313,190.19</b>	<b>1,355,808.18</b>	<b>84.36%</b>
<b>CAPITAL OUTLAY</b>						-		
<b>A. OFFICE EQUIPMENT, FURNITURE &amp; FIXTURES</b>		<b>1,472,000.00</b>						
	(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		-			-	
	(1) Desktop for SEZAD	45,000.00		-			-	
	<b>B. TRANSPORTATION EQUIPMENT</b>	<b>1,000,000.00</b>						
	(1) Motor Vehicle	1,000,000.00		-		-	-	
	<b>TOTAL CAPITAL OUTLAY</b>	<b>2,472,000.00</b>						<b>0.00%</b>
	<b>GRAND TOTAL</b>	<b>68,560,000.00</b>	<b>8,668,998.37</b>	<b>4,846,501.52</b>	<b>2,466,688.67</b>	<b>7,313,190.19</b>	<b>1,355,808.18</b>	<b>84.36%</b>

Prepared by:

  
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