



JOHN HAY MANAGEMENT CORPORATION
a member of The BCDA Group

BUDGET MONITORING REPORT

Management and Administrative Cost

As of 31 May 2016

budget 66

JOHN HAY, MANAGEMENT CORP.
Office of the President and CEO
RECEIVED
JUN 27 2016
BY: *eli* TIME: *3:33 PM*

| Account Code | EXPENSE ACCOUNT | CY2016 Approved Budget | Budget as of 31 May 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 | 6,742,595.01 | 5,582,604.65 | - | 121,801.09 | 5,704,405.74 | 1,038,189.27 | |
| 711 | Personnel Economic Relief Allowance (PERA) | 684,000.00 | 285,000.00 | 242,111.28 | - | 4,688.57 | 246,799.85 | 38,200.15 | |
| 713 | Representation Allowance | 1,596,000.00 | 665,000.00 | 554,700.00 | - | 14,000.00 | 568,700.00 | 96,300.00 | |
| 714 | Transportation Allowance | 1,476,000.00 | 615,000.00 | 501,842.85 | - | 14,000.00 | 515,842.85 | 99,157.15 | |
| 715 | Clothing/Uniform Allowance | 228,000.00 | 228,000.00 | 184,000.00 | - | 24,000.00 | 208,000.00 | 20,000.00 | |
| 725 | 13th Month Pay | 1,352,145.83 | 1,126,242.78 | 1,093,801.40 | - | 32,441.38 | 1,126,242.78 | 0.00 | |
| 724 | Cash Gift | 285,000.00 | 119,000.00 | 116,500.00 | - | 2,500.00 | 119,000.00 | 0.00 | |
| 749.1 | Fringe Benefit | 240,000.00 | 100,000.00 | 100,000.00 | - | - | 100,000.00 | 0.00 | |
| 719.2 | Rice Subsidy | 1,231,200.00 | 513,000.00 | 435,600.00 | - | 7,200.00 | 442,800.00 | 70,200.00 | |
| | 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 | 414,450.62 | 172,687.76 | 154,473.41 | - | 90,000.00 | 244,473.41 | (71,785.65) | |
| 742 | Leave Monetization | 646,443.34 | | - | - | - | - | 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. | 759,373.20 | 316,405.50 | 266,237.00 | - | - | 266,237.00 | 50,168.50 | |
| 734 | ECC Contributions | 18,120.00 | 7,550.00 | 6,290.00 | - | - | 6,290.00 | 1,260.00 | |
| 732 | PAG-IBIG Contributions | 68,400.00 | 28,500.00 | 24,100.00 | - | - | 24,100.00 | 4,400.00 | |
| 733 | PHILHEALTH Contributions | 187,350.00 | 78,062.50 | 64,275.00 | - | - | 64,275.00 | 13,787.50 | |
| TOTAL PS | | 30,327,711.00 | 10,997,043.54 | 9,326,535.59 | | 310,631.04 | 9,637,166.63 | 1,359,876.91 | 87.63% |

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|---|--|------------------------|--------------------------|--------------|-----------|--------------|----------------|--------------------------------|----------------------|
| | | | | LIQUIDATED | INPUT TAX | UNLIQUIDATED | | | |
| | | A | B | C | D | E | F = C+D+E | G = B - F | H = F/B |
| MAINTENANCE & OTHER OPERATING EXPENSES | | | | | | | - | | |
| 751 | Travelling Expenses-Local | 2,200,000.00 | 916,666.67 | 1,028,175.05 | 44,088.95 | 83,084.17 | 1,155,348.17 | (238,681.50) | |
| 751bod | Travelling Expenses-BOD | 800,000.00 | 333,333.33 | 228,552.03 | - | 103,944.37 | 332,496.40 | 836.94 | |
| 771 to 774 | Communication Expenses | 900,000.00 | 375,000.00 | 284,970.88 | 31,049.50 | 94,432.06 | 410,452.44 | (35,452.44) | |
| | Repairs & Maintenance: | | | - | - | - | - | 0.00 | |
| 815 | Building & Facilities | 470,000.00 | 62,500.00 | 8,714.00 | - | 29,840.00 | 38,554.00 | 23,946.00 | |
| 821 | Furnitures, Fixtures & Equipment | 300,000.00 | 125,000.00 | 49,014.29 | 3,910.71 | 72,075.00 | 125,000.00 | 0.00 | |
| 841 | Motor Vehicles | 900,000.00 | 375,000.00 | 203,587.21 | 22,016.06 | 127,941.95 | 353,545.22 | 21,454.78 | |
| | Supplies & Materials: | | | - | - | - | - | 0.00 | |
| 755 | Office Supplies Expenses | 2,100,000.00 | 700,000.00 | 392,064.74 | - | 160,401.00 | 552,465.74 | 147,534.26 | |
| 761 | Fuel, Oil, and Lubricants Expenses | 1,400,000.00 | 583,333.33 | 235,901.51 | 20,994.44 | 75,778.41 | 332,674.36 | 250,658.97 | |
| 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 | 241,666.67 | 53,356.68 | 6,014.63 | 36,800.35 | 96,171.66 | 145,495.01 | |
| 792 | Auditing Services | 2,203,000.00 | 91,791.67 | 11,410.60 | - | 30,000.00 | 41,410.60 | 50,381.07 | |
| 753 | Training and Personnel Development | 1,650,000.00 | 550,000.00 | 487,808.76 | 13,932.61 | 46,430.28 | 548,171.65 | 1,828.35 | |
| 753bod | Planning Expenses - BOD | 400,000.00 | | - | - | - | - | 0.00 | |
| 783 | Representation Expenses | 1,600,000.00 | 416,666.67 | 347,602.09 | 22,262.43 | 46,536.28 | 416,400.80 | 265.86 | |
| 783bod | Meal Expenses-BOD | 600,000.00 | 250,000.00 | 234,484.97 | 2,847.56 | 88,040.75 | 325,373.28 | (75,373.28) | |
| 786 | Subscription Expenses | 65,000.00 | 25,000.00 | 8,242.86 | 989.14 | 15,000.00 | 24,232.00 | 768.00 | |
| 778 | Membership Dues and Cont. to Organizations | 15,000.00 | | - | - | - | - | 0.00 | |
| 891 | Taxes, Duties and Licenses | 220,000.00 | 73,750.00 | 51,540.29 | - | 19,000.00 | 70,540.29 | 3,209.71 | |
| 780 | Marketing and Advertising Expenses | 1,923,289.00 | 209,703.75 | 81,958.71 | 3,967.04 | 66,127.69 | 152,053.44 | 57,650.31 | |
| | Fidelity Bonds Insurance Premiums: | | | - | - | - | - | 0.00 | |
| 893 | Insurance Expenses | 20,000.00 | | - | - | - | - | 0.00 | |
| CAR | Car Insurance & Registration | 220,000.00 | 110,000.00 | 30,004.03 | - | 2,700.00 | 32,704.03 | 77,295.97 | |
| 892 | Fidelity Bond Premiums | 30,000.00 | 19,000.00 | 562.50 | - | 18,375.00 | 18,937.50 | 62.50 | |
| 797 | Security Services | 1,605,000.00 | 668,750.00 | 362,142.66 | 3,649.80 | 239,705.36 | 605,497.82 | 63,252.18 | |
| 793 | Consultancy Services | 600,000.00 | 250,000.00 | 146,587.94 | - | 114,942.52 | 261,530.46 | (11,530.46) | |
| 799 | Professional Services | 2,430,000.00 | 1,012,500.00 | 1,034,369.19 | - | 37,338.94 | 1,071,708.13 | (59,208.13) | |
| PRP | Public Relations Program | 200,000.00 | 30,000.00 | 13,791.05 | 143.20 | - | 13,934.25 | 16,065.75 | |

| Account Code | EXPENSE ACCOUNT | CY2016 Approved Budget | Budget as of 31 May 2016 | EXPENSES | | | Total Expenses | BALANCE (Budget less Expenses) | % BUDGET UTILIZATION |
|--|--|---------------------------|-----------------------------|----------------------|-------------------|---------------------|----------------------|--------------------------------------|-------------------------|
| | | | | LIQUIDATED | INPUT TAX | UNLIQUIDATED | | | |
| | | A | B | C | D | E | F = C+D+E | G = B - F | H = F/B |
| 795 | General Services | 212,000.00 | 88,333.33 | 18,540.00 | - | 25,500.00 | 44,040.00 | 44,293.33 | |
| 791 | Legal Services | 500,000.00 | 208,333.33 | 183,120.26 | - | 5,000.00 | 188,120.26 | 20,213.07 | |
| 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 | 333,333.33 | - | - | 325,000.00 | 325,000.00 | 8,333.33 | |
| 781 | Printing and Binding Expenses | 365,000.00 | 152,083.33 | 121,210.56 | 8,202.20 | 14,214.29 | 143,627.05 | 8,456.28 | |
| CSR | Corporate Social Responsibility | 430,000.00 | 30,000.00 | 5,600.00 | - | 2,940.00 | 8,540.00 | 21,460.00 | |
| 969 | Miscellaneous Expenses | 650,000.00 | 60,000.00 | 57,767.86 | 2,132.14 | - | 59,900.00 | 100.00 | |
| QMS | Govt. Quality Mgmt. System Standard | 1,000,000.00 | 600,000.00 | 506,279.47 | 38,589.76 | 40,762.50 | 585,631.73 | 14,368.27 | |
| TOTAL MOOE | | 28,398,289.00 | 9,096,745.42 | 6,240,299.56 | 224,790.16 | 1,921,910.92 | 8,387,000.65 | 709,744.77 | 92.20% |
| BOD EXPENSES | | | | | | | - | | |
| I. Per Diems | | | | | | | - | | |
| 751bm | BOD Per Diem | 1,200,000.00 | 500,000.00 | 425,000.00 | - | - | 425,000.00 | 75,000.00 | |
| 751bc | BOD Chairman | 144,000.00 | 60,000.00 | 54,000.00 | - | - | 54,000.00 | 6,000.00 | |
| 751bs | Corporate Secretary Per Diem | 120,000.00 | 50,000.00 | - | - | - | - | 50,000.00 | |
| 751bcon | BOD Per Diem (Committee Meeting) | 792,000.00 | 330,000.00 | 315,000.00 | - | 33,000.00 | 348,000.00 | (18,000.00) | |
| II. Other Expenses | | | | | | | - | 0.00 | |
| 751EO | Transportation Expenses | 1,320,000.00 | 550,000.00 | 68,724.82 | - | 152,149.76 | 220,874.58 | 329,125.42 | |
| 783EO | Representation Expenses | 1,320,000.00 | 550,000.00 | 56,202.70 | - | 100,000.00 | 156,202.70 | 393,797.30 | |
| 773EO | Communication Expenses | 330,000.00 | 137,500.00 | 29,014.00 | - | 69,015.00 | 98,029.00 | 39,471.00 | |
| PBI | Performance Based Incentive | 2,136,000.00 | | - | - | - | - | 0.00 | |
| TOTAL BOD EXPENSES | | 7,362,000.00 | 2,177,500.00 | 947,941.52 | | 354,164.76 | 1,302,106.28 | 875,393.72 | 59.80% |
| TOTAL OPERATING EXPENSES | | 66,088,000.00 | 22,271,288.96 | 16,514,776.67 | 224,790.16 | 2,586,706.72 | 19,326,273.56 | 2,945,015.40 | 86.78% |
| CAPITAL OUTLAY | | | | | | | - | | |
| A. OFFICE EQUIPMENT, FURNITURE & FIXTURES | | 1,472,000.00 | 80,000.00 | 60,800.00 | | | 60,800.00 | 19,200.00 | |
| | (2) Lightning Arrester | 350,000.00 | | - | - | - | - | 0.00 | |
| | (5) Printer (A3, Original CISS) | 100,000.00 | | - | - | - | - | 0.00 | |
| | (1) Photo Printer | 20,000.00 | | - | - | - | - | 0.00 | |
| | (1) Speaker, sound system | 20,000.00 | | - | - | - | - | 0.00 | |
| | (1) UPS (Rack Type) | 60,000.00 | | - | - | - | - | 0.00 | |
| | Computer Operating System for 20 users | 160,000.00 | | - | - | - | - | 0.00 | |

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|--------------|--|------------------------|--------------------------|----------------------|-------------------|---------------------|----------------------|--------------------------------|----------------------|
| | | | | LIQUIDATED | INPUT TAX | UNLIQUIDATED | | | |
| | | A | B | C | D | E | F = C+D+E | G = B - F | H = F/B |
| | Office Application Software for 25 users | 360,000.00 | | - | - | - | - | 0.00 | |
| | Anti-virus Software for 50 users | 60,000.00 | | - | - | - | - | 0.00 | |
| | (1) Photocopier (heavy duty) | 112,000.00 | | - | - | - | - | 0.00 | |
| | (1) Scanner for FSD | 25,000.00 | | - | - | - | - | 0.00 | |
| | (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 | | - | - | - | - | 0.00 | |
| | B. TRANSPORTATION EQUIPMENT | 1,000,000.00 | | | | | | 0.00 | |
| | (1) Motor Vehicle | 1,000,000.00 | | - | - | - | - | 0.00 | |
| | 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 | 22,351,288.96 | 16,575,576.67 | 224,790.16 | 2,586,706.72 | 19,387,073.56 | 2,964,215.40 | 86.74% |

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