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BUDGET MONITORING REPORT

Management and Administrative Cost

As of 30 September 2016

JOHN HAY MANAGEMENT CORPORATION
OFFICE OF THE PRESIDENT
OCT 24 2016
Receipts 4:45 PM

Account Code	EXPENSE ACCOUNT	Revised Budget	Budget as of 30 September 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	15,482,228.02	11,611,671.01	9,960,734.34	-	222,734.24	10,183,468.58	1,428,202.43	
711	Personnel Economic Relief Allowance	684,000.00	513,000.00	436,007.39	-	8,000.00	444,007.39	68,992.61	
713	Representation Allowance	1,596,000.00	1,197,000.00	1,013,952.47	-	28,000.00	1,041,952.47	155,047.53	
714	Transportation Allowance	1,476,000.00	1,107,000.00	914,516.14	-	28,000.00	942,516.14	164,483.86	
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	1,130,842.38	1,098,401.00	-	32,441.38	1,130,842.38	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	180,000.00	180,000.00	-	-	180,000.00	0.00	
719.2	Rice Subsidy	1,231,200.00	923,400.00	790,950.00	-	14,400.00	805,350.00	118,050.00	
	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	250,000.00	250,000.00	-	-	250,000.00	0.00	
723	Overtime and Night Pay	614,450.62	460,837.96	411,861.57	-	48,976.39	460,837.96	0.00	
742	Leave Monetization	1,146,443.34	509,306.34	509,306.34	-	-	509,306.34	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	569,529.90	507,408.90	-	-	507,408.90	62,121.00	
734	ECC Contributions	18,120.00	13,590.00	11,460.00	-	-	11,460.00	2,130.00	
732	PAG-IBIG Contributions	68,400.00	51,300.00	46,700.00	-	-	46,700.00	4,600.00	
733	PHILHEALTH Contributions	187,350.00	140,512.50	118,825.00	-	-	118,825.00	21,687.50	
TOTAL PS		30,327,711.00	19,004,990.09	16,550,623.15		409,052.01	16,959,675.16	2,045,314.93	89.24%

PL

Account Code	EXPENSE ACCOUNT	Revised Budget	Budget as of 30 September 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
MAINTENANCE & OTHER OPERATING EXPENSES							-		
751	Travelling Expenses-Local	2,500,000.00	1,875,000.00	1,701,019.04	75,828.77	98,152.19	1,875,000.00	0.00	
751bod	Travelling Expenses-BOD	800,000.00	600,000.00	470,086.58	-	129,913.42	600,000.00	0.00	
771 to 774	Communication Expenses	1,050,000.00	787,500.00	575,908.37	67,975.04	143,616.59	787,500.00	0.00	
	Repairs & Maintenance:			-	-	-	-	0.00	
815	Building & Facilities	420,000.00	75,000.00	28,145.25	504.75	43,401.67	72,051.67	2,948.33	
821	Furnitures, Fixtures & Equipment	420,000.00	297,500.00	116,367.14	10,182.86	163,150.00	289,700.00	7,800.00	
841	Motor Vehicles	1,020,000.00	765,000.00	412,173.61	44,812.03	308,014.36	765,000.00	0.00	
	Supplies & Materials:			-	-	-	-	0.00	
755	Office Supplies Expenses	2,100,000.00	800,000.00	525,836.76	-	214,000.00	739,836.76	60,163.24	
761	Fuel, Oil, and Lubricants Expenses	1,000,000.00	750,000.00	512,858.71	45,152.84	70,000.00	628,011.55	121,988.45	
782	Rent Expense	10,000.00	5,000.00	1,500.00	180.00	-	1,680.00	3,320.00	
766 to 767	Water & Illumination Expenses	380,000.00	285,000.00	119,825.23	13,529.54	20,000.00	153,354.77	131,645.23	
792	Auditing Services	2,203,000.00	165,225.00	11,410.60	-	30,000.00	41,410.60	123,814.40	
753	Training and Personnel Development	1,450,000.00	952,000.00	924,853.73	26,090.54	-	950,944.27	1,055.73	
753bod	Planning Expenses - BOD	400,000.00	400,000.00	339,663.69	35,785.71	-	375,449.40	24,550.60	
783	Representation Expenses	1,550,000.00	900,000.00	723,675.72	44,774.95	107,163.50	875,614.17	24,385.83	
783bod	Meal Expenses-BOD	800,000.00	600,000.00	499,060.83	15,253.04	-	514,313.87	85,686.13	
786	Subscription Expenses	65,000.00	45,000.00	17,376.54	2,085.18	15,000.00	34,461.72	10,538.28	
778	Membership Dues and Cont. to Organizations	45,000.00		-	-	-	-	0.00	
891	Taxes, Duties and Licenses	320,000.00	228,750.00	207,217.70	-	21,532.30	228,750.00	0.00	
780	Marketing and Advertising Expenses	1,923,289.00	465,000.00	117,219.08	8,430.17	50,000.00	175,649.25	289,350.75	
	Fidelity Bonds Insurance Premiums:			-	-	-	-	0.00	
893	Insurance Expenses	20,000.00		-	-	-	-	0.00	
CAR	Car Insurance & Registration	150,000.00	110,000.00	63,988.26	-	39,550.00	103,538.26	6,461.74	
892	Fidelity Bond Premiums	80,000.00	33,150.00	33,150.00	-	-	33,150.00	0.00	
797	Security Services	1,555,000.00	1,166,250.00	961,118.11	10,083.80	121,063.13	1,092,265.04	73,984.96	
793	Consultancy Services	600,000.00	350,000.00	330,495.98	-	-	330,495.98	19,504.02	
799	Professional Services	2,430,000.00	1,800,000.00	1,753,260.37	-	46,739.63	1,800,000.00	0.00	


PW

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				LIQUIDATED	INPUT TAX	UNLIQUIDATED			
		A	B	C	D	E	F = C+D+E	G = B - F	H = F/B
PRP	Public Relations Program	100,000.00	100,000.00	93,600.15	1,166.61	-	94,766.76	5,233.24	
795	General Services	212,000.00	159,000.00	18,540.00	-	57,500.00	76,040.00	82,960.00	
791	Legal Services	500,000.00	375,000.00	208,936.11	-	10,000.00	218,936.11	156,063.89	
GAD	Gender & Development	1,000,000.00	250,000.00	89,520.04	-	30,000.00	119,520.04	130,479.96	
796	Janitorial Services	800,000.00	600,000.00	259,576.81	31,149.22	200,000.00	490,726.03	109,273.97	
781	Printing and Binding Expenses	365,000.00	273,750.00	214,468.12	14,697.26	44,584.62	273,750.00	0.00	
CSR	Corporate Social Responsibility	430,000.00	30,000.00	8,935.00	-	-	8,935.00	21,065.00	
969	Miscellaneous Expenses	900,000.00	460,000.00	427,976.21	26,782.99	-	454,759.20	5,240.80	
QMS	Govt. Quality Mgmt. System Standard	1,000,000.00	700,000.00	634,301.74	48,494.31	-	682,796.05	17,203.95	
TOTAL MOOE		28,598,289.00	16,403,125.00	12,402,065.48	522,959.60	1,963,381.41	14,888,406.49	1,514,718.51	90.77%
BOD EXPENSES									
I. Per Diems									
751bm	BOD Per Diem	1,200,000.00	900,000.00	750,000.00	-	-	750,000.00	150,000.00	
751bc	BOD Chairman	144,000.00	108,000.00	90,000.00	-	-	90,000.00	18,000.00	
751bs	Corporate Secretary Per Diem	120,000.00	90,000.00	-	-	-	-	90,000.00	
751bcon	BOD Per Diem (Committee Meeting)	792,000.00	594,000.00	531,000.00	-	21,000.00	552,000.00	42,000.00	
II. Other Expenses									
751EO	Transportation Expenses	1,320,000.00	990,000.00	205,458.95	-	175,784.05	381,243.00	608,757.00	
783EO	Representation Expenses	1,120,000.00	840,000.00	148,829.63	-	338,747.96	487,577.59	352,422.41	
773EO	Communication Expenses	330,000.00	247,500.00	73,115.07	-	103,565.62	176,680.69	70,819.31	
PBI	Performance Based Incentive	2,136,000.00	-	-	-	-	-	0.00	
TOTAL BOD EXPENSES		7,162,000.00	3,769,500.00	1,798,403.65		639,097.63	2,437,501.28	1,331,998.72	64.66%
TOTAL OPERATING EXPENSES		66,088,000.00	39,177,615.09	30,751,092.28	522,959.60	3,011,531.05	34,285,582.94	4,892,032.16	87.51%
CAPITAL OUTLAY									
A. OFFICE EQUIPMENT, FURNITURE & FIX		1,472,000.00	1,042,000.00	796,125.90	88,239.10		884,365.00	157,635.00	
	(2) Lightning Arrester	300,000.00	-	-	-	-	-	0.00	
	(5) Printer (A3, Original CISS)	100,000.00	100,000.00	86,049.11	10,325.89	-	96,375.00	3,625.00	
	(1) Photo Printer	20,000.00	20,000.00	12,468.75	1,496.25	-	13,965.00	6,035.00	
	(1) Speaker, sound system	-	-	-	-	-	-	0.00	

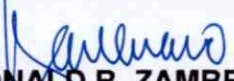
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	(1) UPS (Rack Type)	60,000.00	60,000.00	34,700.89	4,164.11	-	38,865.00	21,135.00	
	Computer Operating System for 20 users	160,000.00	160,000.00	136,785.72	16,414.28	-	153,200.00	6,800.00	
	Office Application Software for 25 users	360,000.00	360,000.00	257,477.68	30,897.32	-	288,375.00	71,625.00	
	Anti-virus Software for 50 users	60,000.00		-	-	-	-	0.00	
	(1) Photocopier (heavy duty)	112,000.00	112,000.00	97,767.86	11,732.14	-	109,500.00	2,500.00	
	(1) Scanner for FSD	25,000.00	25,000.00	22,321.43	2,678.57	-	25,000.00	0.00	
	(3) Laptops for SEZAD, IAS & OP	160,000.00	160,000.00	112,416.07	6,193.93	-	118,610.00	41,390.00	
	(1) Desktop for SEZAD	45,000.00	45,000.00	36,138.39	4,336.61	-	40,475.00	4,525.00	
	(1) Finger ID System (biometrics) with sync software	70,000.00		-	-	-	-	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	1,042,000.00	796,125.90	88,239.10		884,365.00	157,635.00	84.87%
	GRAND TOTAL	68,560,000.00	40,219,615.09	31,547,218.18	611,198.70	3,011,531.05	35,169,947.94	5,049,667.16	87.44%

Prepared by:


JENNYLYN A. ESOSO
 Budget Officer

Certified by:


RONALD B. ZAMBRANO
 Finance Manager

John Hay Management Corporation

a member of the BCDA Group

