

BUDGET MONITORING REPORT

Management and Administrative Cost

As of 31 January 2016



Account Code	EXPENSE ACCOUNT	CY2016 Approved Budget	Budget as of 31 January 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
PERSONAL SERVICES								
701	Salaries and Wages-Regular	16,182,228.02	1,348,519.00	1,146,143.22	1,230.74	1,147,373.96	201,145.04	
711	Personnel Economic Relief Allowance (PERA)	684,000.00	57,000.00	48,945.00	500.00	49,445.00	7,555.00	
713	Representation Allowance	1,596,000.00	133,000.00	115,597.05	-	115,597.05	17,402.95	
714	Transportation Allowance	1,476,000.00	123,000.00	105,597.04	-	105,597.04	17,402.96	
715	Clothing/Uniform Allowance	228,000.00		-	-	-	-	
725	13th Month Pay	1,352,145.83		-	423.28	423.28	(423.28)	
724	Cash Gift	285,000.00		-	-	-	-	
749.1	Fringe Benefit	240,000.00	20,000.00	20,000.00	-	20,000.00	-	
719.2	Rice Subsidy	1,231,200.00	102,600.00	86,400.00	1,800.00	88,200.00	14,400.00	
	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	34,537.55	-	57,379.00	57,379.00	(22,841.45)	
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	63,281.10	54,661.80	-	54,661.80	8,619.30	
734	ECC Contributions	18,120.00	1,510.00	1,310.00	-	1,310.00	200.00	
732	PAG-IBIG Contributions	68,400.00	5,700.00	4,900.00	-	4,900.00	800.00	
733	PHILHEALTH Contributions	187,350.00	15,612.50	13,275.00	-	13,275.00	2,337.50	
TOTAL PS		30,327,711.00	1,904,760.15	1,596,829.11	61,333.02	1,658,162.13	246,598.02	87.05%

A

18

Account Code	EXPENSE ACCOUNT	CY2016 Approved Budget	Budget as of 31 January 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
MAINTENANCE & OTHER OPERATING EXPENSES								
751	Travelling Expenses-Local	2,200,000.00	183,333.33	91,500.00	91,304.13	182,804.13	529.20	
751bod	Travelling Expenses-BOD	800,000.00	66,666.67	2,010.00	64,307.22	66,317.22	349.45	
771 to 774	Communication Expenses	900,000.00	75,000.00	-	74,797.63	74,797.63	202.37	
	Repairs & Maintenance:							
815	Building & Facilities	470,000.00		-	-	-	-	
821	Furnitures, Fixtures & Equipment	300,000.00		-	-	-	-	
841	Motor Vehicles	900,000.00	75,000.00	6,500.00	58,970.51	65,470.51	9,529.49	
	Supplies & Materials:							
755	Office Supplies Expenses	2,100,000.00	175,000.00	-	89,978.94	89,978.94	85,021.07	
761	Fuel, Oil, and Lubricants Expenses	1,400,000.00	116,666.67	3,270.60	56,721.84	59,992.44	56,674.23	
782	Rent Expense	10,000.00		-	-	-	-	
766 to 767	Water & Illumination Expenses	580,000.00	48,333.33	1,470.26	31,754.33	33,224.59	15,108.74	
792	Auditing Services	2,203,000.00		-	-	-	-	
753	Training and Personnel Development	1,650,000.00	100,000.00	89,473.68	-	89,473.68	10,526.32	
753bod	Planning Expenses - BOD	400,000.00		-	-	-	-	
783	Representation Expenses	1,600,000.00	91,666.67	8,237.00	64,865.06	73,102.06	18,564.61	
783bod	Meal Expenses-BOD	600,000.00	51,000.00	50,601.50	-	50,601.50	398.50	
786	Subscription Expenses	65,000.00		-	-	-	-	
778	Membership Dues and Cont. to Organizations	15,000.00		-	-	-	-	
891	Taxes, Duties and Licenses	220,000.00	5,000.00	4,250.00	-	4,250.00	750.00	
780	Marketing and Advertising Expenses	1,923,289.00	41,940.75	-	16,612.50	16,612.50	25,328.25	
	Fidelity Bonds Insurance Premiums:							
893	Insurance Expenses	20,000.00		-	-	-	-	
CAR	Car Insurance & Registration	220,000.00		-	-	-	-	
892	Fidelity Bond Premiums	30,000.00		-	-	-	-	
797	Security Services	1,605,000.00	133,750.00	-	121,930.82	121,930.82	11,819.18	
793	Consultancy Services	600,000.00	50,000.00	-	43,103.45	43,103.45	6,896.56	
799	Professional Services	2,430,000.00	202,500.00	60,401.86	109,959.49	170,361.35	32,138.65	
PRP	Public Relations Program	200,000.00		-	-	-	-	

Account Code	EXPENSE ACCOUNT	CY2016 Approved Budget	Budget as of 31 January 2016	EXPENSES		Total Expenses E = C+D	BALANCE (Budget less Expenses) F = B - E	% BUDGET UTILIZATION G = E/B
				LIQUIDATED C	UNLIQUIDATED D			
		A	B	C	D	E = C+D	F = B - E	G = E/B
795	General Services	212,000.00	17,666.67	-	15,000.00	15,000.00	2,666.67	
791	Legal Services	500,000.00		-	-	-	-	
GAD	Gender & Development	1,000,000.00		-	-	-	-	
796	Janitorial Services	800,000.00	66,666.67	-	65,000.00	65,000.00	1,666.67	
781	Printing and Binding Expenses	365,000.00	30,416.67	8,696.29	-	8,696.29	21,720.38	
CSR	Corporate Social Responsibility	430,000.00		-	-	-	-	
969	Miscellaneous Expenses	650,000.00	50,000.00	40,000.00	5,500.00	45,500.00	4,500.00	
QMS	Govt. Quality Mgmt. System Standard	1,000,000.00	150,000.00	12,965.20	136,979.90	149,945.10	54.90	
TOTAL MOOE		28,398,289.00	1,730,607.42	379,376.39	1,046,785.81	1,426,162.20	304,445.22	82.41%
BOD EXPENSES						-		
I. Per Diems						-		
751bm	BOD Per Diem	1,200,000.00	100,000.00	90,000.00	-	90,000.00	10,000.00	
751bc	BOD Chairman	144,000.00	12,000.00	12,000.00	-	12,000.00	-	
751bs	Corporate Secretary Per Diem	120,000.00	10,000.00	-	-	-	10,000.00	
751bcon	BOD Per Diem (Committee Meeting)	792,000.00	66,000.00	75,000.00	-	75,000.00	(9,000.00)	
II. Other Expenses						-		
751EO	Transportation Expenses	1,320,000.00	110,000.00	-	35,964.60	35,964.60	74,035.40	
783EO	Representation Expenses	1,320,000.00	110,000.00	-	48,301.00	48,301.00	61,699.00	
773EO	Communication Expenses	330,000.00	27,500.00	-	17,500.00	17,500.00	10,000.00	
PBI	Performance Based Incentive	2,136,000.00		-	-	-	-	
TOTAL BOD EXPENSES		7,362,000.00	435,500.00	177,000.00	101,765.60	278,765.60	156,734.40	64.01%
TOTAL OPERATING EXPENSES		66,088,000.00	4,070,867.57	2,153,205.50	1,209,884.43	3,363,089.93	707,777.64	82.61%
CAPITAL OUTLAY						-		
A. OFFICE EQUIPMENT, FURNITURE & FIXTURES		1,472,000.00						
	(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		-	-	-	-	

W


Account Code	EXPENSE ACCOUNT	CY2016 Approved Budget	Budget as of 31 January 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
	Computer Operating System for 20 users	160,000.00		-			-	
	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. TRANSPORTATION EQUIPMENT	1,000,000.00						
	(1) Motor Vehicle	1,000,000.00		-			-	
	TOTAL CAPITAL OUTLAY	2,472,000.00						0.00%
	GRAND TOTAL	68,560,000.00	4,070,867.57	2,153,205.50	1,209,884.43	3,363,089.93	707,777.64	82.61%

Prepared by:


JENNYLYN A. ESPOSITO
 Budget Officer

Certified by:


RONALD B. ZAMBRANO
 Finance Manager

John Hay Management Corporation
 a member of the BCDA Group

 FD-BMR-2016-01