

APPENDIX C. FINANCIAL DOCUMENTS**APPENDIX C.1. PROJECTED INCOME STATEMENT**

**NAME OF GROUP
PROJECT TITLE
PROJECTED INCOME STATEMENT**

| | | |
|--|----------------------------------|------------------|
| PROJECTED GROSS INCOME | | Php 83,000.00 |
| SOLICITATIONS FROM COMPANIES | | 20,000.00 |
| 1 major sponsor x P 15,000 | 15,000.00 | |
| 1 minor sponsor x P 5,000 | 5,000.00 | |
| SOLICITATIONS FROM INDIVIDUAL DONORS | | 14,000.00 |
| 3 donors x P 2,000 each | 6,000.00 | |
| 5 donors x P 700 each | 3,500.00 | |
| 9 donors x P 500 each | 4,500.00 | |
| EXPECTED TICKET SALES | | 40,000.00 |
| 400 pcs. x P 100 each | 40,000.00 | |
| EXPECTED SOUVENIR PROGRAM SALES | | 9,000.00 |
| 150 pcs. x P 60 each | 9,000.00 | |
| <i>TOTAL INCOME</i> | | 83,000.00 |
| | | |
| PROJECTED EXPENSES | | Php 77,855.00 |
| RENTAL OF LIGHTS AND SOUNDS | 17,000 + 10% VAT | 18,700.00 |
| PRINTING OF TICKETS | 500 PCS. | 3,250.00 |
| PRINTING OF POSTERS AND SOUVENIR PROGRAM | 100 PCS. + 300 PCS. | 14,795.00 |
| EVENT STREAMERS | 2 PCS. | 3,000.00 |
| RECORDING FOR 2 HOURS | 600 /HOUR | 1,200.00 |
| MANUFACTURING OF SET DÉCOR | 4 PILLARS MADE OF PAPER MACHE | 6,500.00 |
| | | |
| BENEFICIARY | COSCA- FOR THE KIDS | 2,500.00 |
| VENUE RENTALS | USE OF WSLT (2,000/HR) | 10,000.00 |
| TRANSPORTATION EXPENSES | | 500.00 |
| MEETING & REPRESENTATION EXPENSES (FOOD) | | 1,000.00 |
| <i>TOTAL EXPENSES</i> | | <u>77,855.00</u> |
| PROJECTED GROSS INCOME | | Php 5,145.00 |

Prepared By:

SIGNATURE OVER PRINTED NAME OF OFFICER
Division Manager - Finance

APPENDIX C.2. CURRENT FINANCIAL STATUS REPORT

GROUP LETTERHEAD

Date

FOR : MS. JILL S. SAMODIO
 Director, Culture and Arts Office

THRU : MR/MS. ABCDEFG *SIGNATURE*
 Trainer, DLSU XYZ

 MR/MS. HIJKL *SIGNATURE*
 Company Manager DLSU XYZ

FROM: MR./MS. QRSTN *SIGNATURE*
 Division Manager for Finance, DLSU XYZ

RE : CURRENT FINANCIAL STATUS REPORT

CC : File

| | |
|-------------------------------|--------|
| OPERATIONAL FUND AS OF (DATE) | AMOUNT |
| DEPOSITORY FUND AS OF (DATE) | AMOUNT |

****NOTHING FOLLOWS****

APPENDIX C.3. FINANCIAL STATEMENT

**NAME OF GROUP
 FINANCIAL STATEMENT
 For the period ___ to ___
 of the School Year 20_ to __**

DATE PREPARED: _____

| | | |
|---|------------|-------------------|
| Cash in Bank (Depository Fund) | | P xxxxxxxx |
| Cash in Bank (Operational Fund) | | xxxxxxx |
| Total Cash Available for disbursements | | xxxxxxx |
| ADD: Income per activity name | P xxxxxxxx | |
| | xxxxxxx | xxxxxxx |
| LESS: Expenses incurred per activity | P xxxxxxxx | |
| | xxxxxxx | xxxxxxx |
| Total Cash Available for use for the _____ Term | | <u>P xxxxxxxx</u> |

Prepared by :
 (Signature over Printed Name)
 Division Manager for Finance

Noted by:
 (Signature over Printed Name)
 Company Manager

APPENDIX C.4. REQUEST FOR CASH ADVANCE

GROUP LETTERHEAD

Date

FOR : MS. INORES PALMES
University Controller

THRU : MS. GLORIFE S. SAMODIO
Director, Culture and Arts Office

MR./MS. ABCDEFG *SIGNATURE*
Trainer, DLSU XYZ

MR./MS. HIJKL *SIGNATURE*
Company Manager, DLSU XYZ

FROM : MR./MS. QRSTN *SIGNATURE*
Division Manager for Finance, DLSU XYZ

RE : REQUEST FOR CASH ADVANCE

CC : FILE

The (NAME OF GROUP) would like to request for a cash advance in the amount (TOTAL AMOUNT). The said amount will be used for (ACTIVITY/PURPOSE, DATE AND VENUE).

Breakdown:

| | PARTICULARS | AMOUNT |
|--------------------------------|---|------------------|
| RENTAL OF LIGHTS AND SOUNDS | 50% downpayment | 9,350.00 |
| PRINTING OF TICKETS | 500 pcs. | 3,250.00 |
| PRINTING OF POSTERS | 50 % downpayment for 100 pcs. of posters | 5,000.00 |
| EVENT STREAMERS | 2 pcs. | 3,000.00 |
| RECORDING FOR 2 HOURS | 600 /HOUR | 1,200.00 |
| SHOOTING AND EDITING OF MTV AD | | 2,000.00 |
| • CAMERAMAN (500) | | |
| • 2 UTILITY MEN (400) | | |
| • 1 SVHS (450) | | |
| • 1 VHS (150) | | |
| • EDITOR'S FEE (500) | | |
| TOTAL | | 23,800.00 |

Please charge the following expenses to (NAME OF GROUP) Operational / Depository Fund (ACCOUNT NUMBER). Make check payable to NAME. Thank you.

APPENDIX C.6. REQUEST FOR REIMBURSEMENT

GROUP LETTERHEAD

Date

FOR : MS. INORES PALMES
University Controller

THRU : MS. JILL S. SAMODIO
Director, Culture and Arts Office

MR/MS. ABCDEFG *SIGNATURE*
Trainer, DLSU XYZ

MR/MS. HIJKL *SIGNATURE*
Company Manager DLSU XYZ

FROM: MR../MS. QRSTN *SIGNATURE*
Division Manager for Finance, DLSU XYZ

RE : REQUEST FOR REIMBURSEMENT

CC : FILE

The (NAME OF GROUP) would like to request for the reimbursement of the following expsnses incurred during (ACTIVITY OR PURPOSE, DATE AND VENUE).

AMOUNT OF CASH ADVANCE P 24,000.00

LESS EXPENSES:

Breakdown:

| DATE | PARTICULARS | AMOUNT |
|---------------|-------------|----------------|
| Feb, 26, 2003 | Food | P200.00 |
| TOTAL | | P200.00 |

Please charge the following expenses to (NAME OF GROUP) Operational / Depository Fund (ACCOUNT NUMBER). Make the check payable to NAME. Thank you.

APPENDIX C.7. REQUEST TO ISSUE ADVANCE OFFICIAL RECEIPT

GROUP LETTERHEAD

Date

FOR : MS. INORES PALMES
University Controller

THRU : MS. JILL S. SAMODIO
Director, Culture and Arts Office

MR/MS. ABCDEFG *SIGNATURE*
Trainer, DLSU XYZ

MR/MS. HIJKL *SIGNATURE*
Company Manager DLSU XYZ

FROM: MR./MS. QRSTN *SIGNATURE*
Division Manager for Finance, DLSU XYZ

RE : REQUEST TO ISSUE ADVANCE OFFICIAL RECEIPT

CC : FILE

The XYZ, a recognized Culture and Arts group under the Culture and Arts Office (CAO), would like to request your good office to issue an advance official receipt (OR) for one of the DLSU XYZ's concert sponsor, PAGCOR.

Here are the details that your office needs to issue the advance OR:

| DONOR | BANK, BRANCH & CHECK NO. | AMOUNT |
|--------|---|-----------|
| PAGCOR | Land Bank of the Phils. (UN Branch) Check no. 0000044378 | P8,000.00 |

May we ask your good office to release the official receipt by May 10, 2003 (Wednesday) at 8:30 a.m. ? We understand that we need to deposit the check at the Accounting Office on the same day on or before 5 p.m. Thank you and we look forward to your positive response.

APPENDIX C.8. SAMPLE PHOTOCOPY SLIP

| DE LA SALLE UNIVERSITY | | |
|--|------------------|-----------------|
| | | NO. |
| PHOTOCOPY CHARGE SLIP | | |
| DATE: | | |
| Description | No. of Originals | |
| | No. of Copies | |
| | Total Copies | |
| | Unit Price | |
| | Total Price | |
| CHARGE TO: | | |
| <input type="checkbox"/> DEPARTMENT: _____ | | |
| <input type="checkbox"/> PERSONAL : _____ | | |
| Requested by: (Pls. Sign over printed name) | | |
| Approved by: | | |
| For operator use only: | | Machine # _____ |
| Name: _____ | | |
| Signature: _____ | | |

APPENDIX C.9. SAMPLE BOOKSTORE REQUISITION SLIP

| De La Salle University | | |
|----------------------------|-------------|--------------|
| BOOKSTORE REQUISITION SLIP | | |
| Date _____ | | |
| Department _____ | | |
| QTY | DESCRIPTION | AMOUNT |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| Requested by: | | Approved by: |
| _____ | | _____ |
| | | Head |

APPENDIX C.10. SAMPLE CANTEN ORDER SLIP

| De La Salle University | |
|---------------------------------------|--------------|
| CANTEN ORDER SLIP | |
| Date _____ | |
| Concessionaire _____ | |
| Meals for: | |
| Activity: _____ | |
| No. of people to be served: _____ | |
| Charged to: _____ | |
| Requested by: | Approved by: |
| _____ | _____ |
| OFFICE HEAD | |
| To be filled up by Canteen personnel: | |
| No. of Persons Served | Amount |
| _____ | _____ |
| Signature of Canteen Personnel _____ | |

APPENDIX C.11 LEDGER FORMAT

**CULTURE AND ARTS OFFICE
Budget Monitoring Sheet
AY 2011-12**

| Activity/ Subclassification | | | | |
|-----------------------------|------------|--|--------|----------------|
| Account Number | | | | |
| PRS Date | PRS Number | Description | Amount | Budget Balance |
| | | Beginning Balance | | xxx |
| dd/mm/yy | 000000 | xxx | xxx | xxx |
| dd/mm/yy | 000000 | xxx | xxx | xxx |
| dd/mm/yy | 000000 | xxx | xxx | xxx |
| dd/mm/yy | 000000 | xxx | xxx | xxx |
| dd/mm/yy | 000000 | xxx | xxx | xxx |
| dd/mm/yy | 000000 | xxx | xxx | xxx |
| dd/mm/yy | 000000 | xxx | xxx | xxx |
| dd/mm/yy | 000000 | xxx | xxx | xxx |
| dd/mm/yy | 000000 | xxx | xxx | xxx |
| | | Ending Balance: Favorable (Unfavorable) Variance | | xxx |

Submitted by :

Attested by:

DM-Finance

CAO Secretary

APPENDIX C.12 BUDGET MONITORING (PER TERM)

**UNIT/ DEPARTMENT
Budget Monitoring Sheet
AY 2011-12**

| No. | Activity/ Subclassification | Budget | | Actual | Variance | | Remarks |
|-----|-----------------------------|-------------------|-------------------|-------------------|-----------------|--------------|---------|
| | | Annual | As of 08/31/10 | As of 08/31/10 | Amount | Percent | |
| 1 | Minor Production | 246,000.00 | 82,000.00 | 80,000.00 | 2,000.00 | 2.44% | |
| 2 | Major Production | 25,000.00 | - | - | - | 0.00% | |
| 3 | Recital | 15,000.00 | 5,000.00 | 6,000.00 | (1,000.00) | -20.00% | |
| | Productions | 286,000.00 | 87,000.00 | 86,000.00 | 1,000.00 | 1.15% | |
| 4 | trainings | 7,000.00 | 3,500.00 | 4,000.00 | (500.00) | -14.29% | |
| 5 | Teambuilding | 25,000.00 | 12,500.00 | 11,000.00 | 1,500.00 | 12.00% | |
| | Staff Performance | 32,000.00 | 16,000.00 | 15,000.00 | 1,000.00 | 6.25% | |
| | TOTAL | 318,000.00 | 103,000.00 | 101,000.00 | 2,000.00 | 1.94% | |

Submitted by :

Attested by:

DM-Finance

CAO Secretary

APPENDIX C.13 BUDGET MONITORING (PER PROJECT)

**UNIT/ DEPARTMENT
NAME OF ACTIVITY
Budget Monitoring Sheet
DATE OF ACTIVITY**

| No. | ITEMS | Budget | Actual | Variance | | Remarks |
|--------------|-------|-----------------|-------------|------------|----------|---------|
| | | ORIGINAL AMOUNT | As of _____ | Amount | Percent | |
| 1 | | 1,000.00 | 2,000.00 | (1,000.00) | -200.00% | |
| 2 | | | | - | #DIV/0! | |
| 3 | | _____ | | - | #DIV/0! | _____ |
| | | _____ | | - | #DIV/0! | _____ |
| 4 | | | | - | #DIV/0! | |
| 5 | | _____ | | - | #DIV/0! | _____ |
| | | | | - | #DIV/0! | _____ |
| TOTAL | | | | - | #DIV/0! | _____ |

Prepared by:

Name

Position

Date completed

Reviewed by:

Name

Position

Date reviewed

APPENDIX C.14. BILLING STATEMENT FORMAT (FOR EXTERNAL PERFORMANCE REQUESTS)

CAO GROUP LETTER HEAD

June 19, 2008

FOR:

Client

FROM:

MS. GLORIFE SAMODIO
Director, Cultural Arts Office

RE

: Billing of talents for Bitoy's Funniest Home Video's "Pansin Kanto" segment

This is to bill you for the talents that the De La Salle University-Manila Cultural Arts Office has provided for your shoot for the Pansin Kanto segment of Bitoy's Funniest Home Videos at _____ per head, with a total of _____ (net to DLSU Cultural Arts Office).

- | | |
|---------------------|---------------------------|
| 1. Ramon Juson III | 11. Jan Julienne San Juan |
| 2. Eugene Ong | 12. Joy Aggabao |
| 3. Jan Andrew Naval | 13. Japeth Reyes |
| 4. Alexi Bautista | 14. Franco Lumanlan |
| 5. Aisne Bucsit | 15. Brent Chua |
| 6. Andrew Sha | 16. James Roy |
| 7. Michael Lingat | 17. Dhonne Resuello |
| 8. Christina Umali | 18. Kevin Intal |
| 9. Margaret de Leon | 19. Shey Collado |
| 10. Benjamin Manalo | 20. Elaine Dagoy |

They have complied to attend the test shoot (with 7 people) last June 15 (Torres High School), the rehearsals (with 13 people) last June 18 (GMA) and June 19 (Torres High School) (with 20 people). They will attend the shoot tomorrow, June 20, 5 a.m. – 1:00 p.m.

Please make the check payable to the DLSU-Manila Cultural Arts Office on our before _____. Thank you very much.