



Republic of the Philippines  
**Tourism Infrastructure & Enterprise Zone Authority**

**MEMORANDUM**

**TO :** The ASSISTANT CHIEF OPERATING OFFICER  
Administration and Finance Sector

**THRU :** The MANAGER  
Financial Services Department

**FROM :** The ASSISTANT CHIEF OPERATING OFFICER  
Assets Management Sector

**SUBJECT :** Banaue Hotel and Youth Hostel (BHYH)  
Fund Requirement October & November 2021

**DATE :** October 11, 2021

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BHYH incurred a total operating expenditure amounting **P1,083,122.33** for the month of September 2021. Fund requirements for October & November 2021 reflected in its projected cash flow is **P5,853,967.92**. Our evaluation showed that they are only allowed the amount of **P2,322,700.00**.

Based on the attached computation it still needs **P1,146,700.00** to complement its fund requirement for the two months. We recommend the release of the said amount.

JETRO NICOLAS F. LOZADA

**BANAUE HOTEL & YOUTH HOSTEL**  
**Transfer of Fund Computation**  
**ANNEX B**

**September 2021**

**A. Fund Requirement -** (October-November 2021)

Personal Services	433,200.00	
Maintenance and Other Operating Services	1,549,100.00	
Cost of Sales	340,400.00	
<b>Total</b>		<b>2,322,700.00</b>

**B. Cash balance**

<b>Cash Balance, Beginning</b>		1,081,640.60	
<b>Add:</b>			
TOF re fund requirement, September-October 2021	1,486,000.00		
Interest Income for the 3rd Quarter, CY 2021	115.01		
		1,486,115.01	
<b>Total Cash Available</b>		2,567,755.61	
<b>Less:</b> Disbursements for			
Bank Charge	1,082,949.33		
Federal Tax for 3rd qtr int. income	150.00		
	23.00	1,083,122.33	
<b>Total Cash balance, end</b>		1,484,633.28	
<b>Less:</b> Accounts Payable (Merch. Inv.)		308,582.70	1,176,050.58

**C. Fund Requirement (A-B)** (October-November 2021) - 1,146,649.42

**TOTAL AMOUNT FOR RELEASE** "S A Y" **1,146,700.00**

**Savings Account:**

Particulars	Amount	Date
Transfer to main office		
Savings Account Balance	2,367,801.72	August 31, 2021

Checked and Certified:

  
Jonathan F. Bobon

Certified correct :

  
Atty. MARIA TERESA C. ALVAREZ

## Fund Requirement: Oct 2021 to Nov 2021

September 2021

## ANNEX A

## PERSONAL EXPENSES

## Salaries & Wages

## S&amp;W Regular

## Other Compensation

## PERA

Representation Allowance

Transportation Allowance

### Clothing Allowance

Subs., Laundry &amp; QTr Allowance

### Productivity/Incentive Allowance

### Other Bonuses and Allowances

## Anniversary Bonus

13th Month Pay

## Medical Benefits

### Employees Meal Subsidy

## Children Allowance

Rice Subsidy

Food Subsidy

**Terminal Leave Pay**

**Fidelity Service Award**

### Service Recognition Incentive

### Performance Enhancement Incentive

## sh Gift

### Year Bonus

## ar End Bonus

formance base bonus

## Employee Benefits Contributions

## e.&amp; Ret. Ins. Premium

### ad-ibid Contributions

### Health Contribution

State Insurance Premium

## Personnel Benefits

### Other Personnel Benefits:

#### Divident Fund Benefits

Minimal Leave Pay

Budget 2021	Actual as of Sep 21	Available Balance	Projected Cash Flow			CY 2020 Ave(2 mos.)	CY2021 Ave(2 mos.)	Amt to be released
			Oct-21	Nov-21	Total			
3,057,648.00	1,628,537.64	1,429,110.36	187,021.00	187,021.00	374,042.00	407,164.00	361,897.25	361,900.00
		0.00						
168,000.00	86,000.00	82,000.00	14,000.00	14,000.00	28,000.00	20,000.00	19,111.11	19,200.00
60,000.00	45,000.00	15,000.00	10,000.00	10,000.00	20,000.00	10,000.00	10,000.00	-
60,000.00		60,000.00			0.00	-	0.00	-
42,000.00	30,000.00	12,000.00			0.00	-	6,666.67	-
		0.00			0.00	-	0.00	-
		0.00			0.00	-	0.00	-
283,336.00		283,336.00			0.00	-	0.00	-
283,336.00		283,336.00			0.00	-	0.00	-
5,000.00	5,000.00	0.00			0.00	-	1,111.11	-
1,584.00	966.00	618.00	264.00	264.00	528.00	258.00	214.67	-
		0.00			0.00	-	0.00	-
40,800.00	24,300.00	16,500.00	8,000.00	8,000.00	16,000.00	6,800.00	5,400.00	-
12,000.00	8,700.00	3,300.00	2,500.00	2,500.00	5,000.00	2,000.00	1,933.33	-
		0.00			0.00	-	0.00	-
		0.00			0.00	-	0.00	-
35,000.00		35,000.00			0.00	-	0.00	-
35,000.00		35,000.00			0.00	-	0.00	-
254,804.00	293,592.00	(38,788.00)			-	-	65,242.67	-
254,804.00		254,804.00			0.00	-	0.00	-
146,462.00		146,462.00	20,000.00	20,000.00	40,000.00	-	0.00	-
		0.00			0.00	-	0.00	-
366,918.00	202,058.76	164,859.24	13,698.96	13,698.96	27,397.92	47,105.52	44,901.95	45,000.00
12,600.00	4,600.00	8,000.00	1,100.00	1,100.00	2,200.00	1,000.00	1,022.22	1,100.00
50,117.00	21,726.92	28,390.08	1,800.00	1,800.00	3,600.00	5,364.46	4,828.20	4,900.00
8,400.00	4,600.00	3,800.00	800.00	800.00	1,600.00	1,000.00	1,022.22	1,100.00
		0.00			0.00	-	0.00	-
458,647.00	252,573.45	206,073.55	12,000.00	12,000.00	24,000.00	66,545.40	56,127.43	-
					0.00	-	0.00	-

# BANAUUE HOTEL & YOUTH HOSTEL

Fund Requirement: Oct 2021 to Nov 2021  
September 2021

## ANNEX A

	Budget	Actual	Available	Projected Cash Flow			CY 2020	CY2021	Amt to be
	2021	as of Sep 21	Balance	Oct-21	Nov-21	Total	Ave(2 mos.)	Ave(2 mos.)	released
<b>TOTAL PERSONAL SERVICES</b>	<b>5,636,456.00</b>	<b>2,607,654.77</b>	<b>3,028,801.23</b>	<b>271,183.96</b>	<b>271,183.96</b>	<b>542,367.92</b>	<b>567,237.38</b>	<b>579,478.84</b>	<b>433,200.00</b>
<b>MAINTENANCE &amp; OTHER OPERATING EXPENSES</b>									
Travelling Expenses-Local	640,000.00	227,614.88	412,385.12	20,000.00	20,000.00	40,000.00	79,896.82	50,581.08	40,000.00
<b>Supplies &amp; Materials Exp.</b>									
Office Supplies Expenses	217,000.00	84,067.64	132,932.36	18,500.00	18,000.00	36,500.00	463,148.64	18,681.70	18,700.00
Accountable Forms Exp	22,500.00	4,131.68	18,368.32	5,000.00	6,000.00	11,000.00	8,736.00	918.15	1,000.00
Drug & Medicines Exp	10,000.00	8,384.72	1,615.28			0.00	380.80	1,863.27	400.00
Fuel, Oil & Lub. Exp.	331,000.00	226,711.87	104,288.13	20,000.00	25,000.00	45,000.00	137,675.88	50,380.42	45,000.00
Other Supplies Expenses	1,500,000.00	697,377.21	802,622.79	120,000.00	95,000.00	215,000.00	45,411.60	154,972.71	45,500.00
<b>Utility Expenses</b>									
Electricity Expenses	3,000,000.00	549,748.49	2,450,251.51	320,000.00	320,000.00	640,000.00	588,002.62	122,166.33	122,200.00
Heating Gas Expenses	539,200.00	99,045.07	440,154.93	75,000.00	75,000.00	150,000.00	256,962.94	22,010.02	22,100.00
Water Expense	50,000.00	33,058.30	16,941.70	10,000.00	10,000.00	20,000.00	6,720.00	7,346.29	6,800.00
<b>Communication Expenses</b>									
Postage and Deliveries	10,000.00	5,569.03	4,430.97	1,000.00	1,000.00	2,000.00	1,149.60	1,237.56	1,200.00
Telephone - Landline	-		0.00			0.00	-	0.00	-
Telephone - Mobile	30,600.00	23,520.00	7,080.00	3800	3,800.00	7,600.00	1,568.00	5,226.67	4,760.00
Internet Services	102,000.00	53,577.70	48,422.30	5,500.00	5,500.00	11,000.00	15,651.42	11,906.16	11,000.00
Cable,Sat, Telegraph,& Radio Exp.	9,000.00	4,500.00	4,500.00	1,000.00	1,000.00	2,000.00	-	1,000.00	1,000.00
Rent Expense			0.00				-	0.00	-
Representation Expense	84,000.00	61,645.55	22,354.45	6750	6,750.00	13,500.00	7,840.00	13,699.01	7,840.00
Transportation & Delivery Expenses			0.00			0.00	-	0.00	-
Subscription Expenses	223,000.00		223,000.00			0.00	-	0.00	-
<b>Professional Expenses</b>									
Security Services*	2,118,000.00		2,118,000.00	120,000.00	120,000.00	240,000.00	254,845.20	0.00	ho
Consultancy Services									
Other Professional Services	15,737,000.00	5,351,776.97	10,385,223.03	750,000.00	720,000.00	1,470,000.00	943,424.46	1,189,283.77	1,189,300.00
<b>Repairs and Maintenance</b>									
Land Improvements	150,000.00		150,000.00			0.00	-	0.00	-
Bldg. & structures	130,000.00	42,554.22	87,445.78			0.00	1,100.00	9,456.49	-
Office Equipment, Furnitures & Fixtures			0.00				-	0.00	-
Office Opt.			0.00	10,000.00	10,000.00	20,000.00	-	0.00	-

# BANAUUE HOTEL & YOUTH HOSTEL

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ANNEX A

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	2021	as of Sep 21	Balance	Oct-21	Nov-21	Total	Ave(2 mos.)	Ave(2 mos.)	released
Furnitures & Fixtures			0.00	5,000.00	5,000.00	10,000.00	-	0.00	-
IT Equip & Software		166,784.99	(166,784.99)	5,000.00	5,000.00	10,000.00	-	37,063.33	-
Communication Equip.	20,000.00	25,536.00	(5,536.00)			0.00	-	5,674.67	-
OM & Equip	194,000.00	4,704.00	189,296.00			0.00	963.20	1,045.33	-
Transpo Equip/Motor Vehicles	150,000.00	52,950.44	97,049.56	9,000.00	9,000.00	18,000.00	3,554.50	11,766.76	3,600.00
Taxes, Insurance Premiums and Other Fees									
Taxes, Duties & Licenses	507,720.00	191,104.52	316,615.48	190,000.00	133,500.00	323,500.00	6,448.96	42,467.67	6,500.00
Fidelity Bond Premiums	92,755.00	2,531.25	90,223.75	5,000.00	5,000.00	10,000.00	7,741.90	562.50	-
Insurance Expense	553,950.00	344,511.18	209,438.82	7,000.00	70,000.00	77,000.00	91,171.84	76,558.04	-
Other Maintenance & Operating Expenses									
Promotional Expenses A	100,000.00	1,531.66	98,468.34	25,000.00	25,000.00	50,000.00	56,508.78	340.37	400.00
Others (miscellaneous)	200,000.00	70,985.52	129,014.48	8,000.00	8,500.00	16,500.00	107,313.98	15,774.56	15,700.00
FINANCIAL EXPENSES									
Bank Charges	15,000.00	2,856.00	12,144.00	1,500.00	1,500.00	3,000.00	300.00	634.67	300.00
Other Financial Charges	285,120.00	25,840.99	259,279.01	35,000.00	35,000.00	70,000.00	-	5,742.44	5,800.00
Total MOOE & FINANCIAL EXPENSES									
	27,021,845.00	8,362,619.88	18,659,225.12	1,777,050.00	1,734,550.00	3,511,600.00	3,086,507.14	1,858,359.97	1,549,100.00
Cost of Sales									
	4,840,000.00	1,531,513.19	3,308,486.81	900,000.00	900,000.00	1,800,000.00	2,653,627.62	340,336.26	340,400.00
TOTAL EXPENDITURES									
	37,498,301.00	12,501,787.84	24,996,513.16	2,948,233.96	2,905,733.96	5,853,967.92	6,307,372.14	2,778,175.08	2,322,700.00