

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 July & August 2021

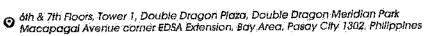
DATE

July 19, 2021

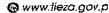
BHYH incurred a total operating expenditure amounting P1,544,816.06 for the month of June 2021. Fund requirements for July & August 2021 reflected in its projected cash flow is P5,853,967.92. Our evaluation showed that they are only allowed the amount of P2,186,200.00

Based on the attached computation it still needs P1,141,900.00 to complement its fund requirement for the two months. We recommend the release of the said amount.

JETRO NICOLAS F. LOZA









BANAUE HOTEL & YOUTH HOSTEL

Transfer of Fund Computation

June 2021

ANNEX B

A. Fund Requirement -

(July-August 2021)

Personal Services	452,900.00
Maintenance and Other Operating Services	1,522,200.00
Cost of Sales	211,100.00

2,186,200.00

B. Cash balance

Total

Cash Balance Beginning	391,166.37
Cash balance bedillilling	\$1000 C 10 Fil (\$100 C \$400 C)

Add:	TOF re fund requirment, May-June 2021	1,652,900.00
	TOF re fund requirment, June - July 2021	332,200.00
	Marketing Promotion	200,000.00
	Mid Year Bonus	121,290.00
	Interest Income	121.42

2,306,511.42

108,485.22

2,697,677.79 Total Cash Available

1,544,341.78 Jun-21 Less: Disbursements for 450.00 Bank Charge

24.28 1,544,816.06 Federal Tax for 1st qtr int. income

1,152,861.73 Total Cash balance, end

Less: Accounts Payable -Jun-21

1,141,823.49 (July-August 2021) C. Fund Requirement (A-B)

TOTAL AMOUNT FOR RELEASE

"S A Y"

1,141,900.00

1,044,376.51

Savings Account:

Particulars	Amount	Date
Transfer to main office		
Savings Account Balance	1,457,314.40	June 30, 2021

Checked and Certified:

Jonathan F. Bobon

Certified correct:

Atty MARIA TERESA C. ALVAREZ

BANAUE HOTEL & YOUTH HOSTEL Fund Requirement: Jul 2021 to Aug 2021 June 2021

ANNEX A	Burlinet	Actival	Available	Proie	Projected Cash Flow		CY 2020	CY2021	Amt to be
	2021	as of Jun 21	Balance	Jul-21	Aug-21	Total	Ave(2 mos.)	Ave(2 mos.)	released
TOTAL PERSONAL SERVICES	5,636,456.00	1,825,464.86	3,810,991.14	271,183.96	271,183.96	542,367.92	567,237.38	608,488.29	452,900.00
MAINTENANCE & OTHER OPERATING EXPENSES	EXPENSES								
Travelling Expenses-Local	640,000.00	129,104.19	510,895.81	20,000,00	20,000.00	40,000.00	79,896.82	43,034.73	40,000.00
Supplies & Materials Exp.									
Office Supplies Expenses	217,000.00	41,423.55	175,576,45	18,500.00	18,000.00	36,500.00	463,148.64	13,807.85	13,900.00
Accountable Forms Exp	22,500.00	2,599.52	19,900.48	5,000.00	6,000.00	11,000.00	8,736.00	866.51	00.00
Drug & Medicines Exp	10,000,00	744.80	9,255.20			0.00	380.80	248.27	
Gas, Oil & Lub,Exp.	331,000.00	127,439.45	203,560.55	20,000.00	25,000:00	45,000.00	137,675.88	42,479.82	42,500.00
Other Supplies Expenses	1,500,000.00	297,040.17	1,202,959.83	120,000,00	95,000.00	215,000.00	45,411.60	99,013.39	45,500.00
Utility Expenses						•			
Electricity Expenses	3,000,000.00	220,164.69	2,779,835.31	320,000.00	320,000.00	640,000.00	588,002.62	73,388.23	73,400.00
Cooking Gas Expenses	539,200,00	72,852.66	466,347,34	75,000.00	75,000.00	150,000.00	256,952.94	24,284.22	24,300.00
Water Expense	50,000,00	22,072.00	27,928.00	10,000.00	10,000.00	20,000.00	6,720.00	7,357.33	6,800.00
Communication Expenses							:		
Postage and Deliveries	10,000.00	4,723.43	5,276.57	1,000.00	1,000.00	2,000.00	1,149.60	1,574.48	1,200.00
Telephone - Landline	,		0.00			0.00		0.00	•
Telephone - Mobile	30,600,00	16,800.00	13,800.00	3800	3,800.00	7,600.00	1,568.00	5,600,00	4,760.00 Call #
Internet Services	102,000,00	44,960.70	57,039.30	5,500.00	5,500.00	11,000.00	15,651,42	14,986.90	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		1,500.00	1,500.00
Rent Expense			0,00			•	,		
Representation Expense	84,000.00	37,517.30	46,482.70	6750	6,750.00	13,500.00	7,840.00	12,505.77	7,840,00 toxs
Transportation & Delivery Expenses			0.00			0.00	,	0.00	
Subscription Expenses	223,000.00		223,000.00			0.00	J	0.00	4
Professional Expenses									
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	3,523,105.94	12,213,894.06	750,000.00	720,000.00	1,470,000.00	943,424.46	1,174,368.65	1,174,400.00
Repairs and Maintenance									
Land Improvements	150,000.00		150,000.00			0.00		0.00	,
Bldg. & structures	130,000.00	38,634.22	91,365.78			0,00	1,100.00	12,878.07	٠,
Office Equipment, Furnitures & Fixtures	35		0.00				.18	0,00	
Office Opt.			0.00	th 000 00	10 000 00	30,000,00	ı	0.00	i

BANAUE HOTEL & YOUTH HOSTEL Fund Requirement: Jul 2021 to Aug 2021
June 2021
ANNEX A

BANAUE HOTEL & YOUTH HOSTEL Fund Requirement: Jul 2021 to Aug 2021 June 2021
ANNEX A

ANNEX A									
	Budget	Actual	Available	Proj	Projected Cash Flow	٧	CY 2020	CY2021	Amt to be
	2021	as of Jun 21	Balance	Jul-21	Aug-21	Total	Ave(2 mos.)	Ave(2 mos.)	released
Furnitures & Fixtures			0.00	5,000,00	5,000.00	10,000.00)	0.00	٠,
IT Fauin & Software		111,189.99	(111,189.99)	5,000,00	5,000.00	10,000.00	;	37,063,33	. 1
Communication Equip	20 000 00	25,536,00	(5,536,00)			0.00		8,512.00	,
OM & Facility	194 000 00	4 704 00	189 296 00			0,00	963.20	1,568.00	
Harris San	450 000 00	20 128 60	117 561 31	00.000	00 000 6	18 000 00	3.554.50	10,812.90	3,600.00
Claristic Edulations Actions	0,000					,			
Taxes, Insurance Premiums and Other Fees	ès								0 000 00
Taxes, Duties & Lincenses	507,720.00	190,289.52	317,430.48	190,000.00	133,500.00	323,500,00	6,448.96	63,429.84	0,000,00
Fidelity Bond Premiums	92,755.00	1,687.50	91,067.50	5,000.00	5,000.00	10,000.00	7,741 90	562.50	no
Insurance Expense	553,950.00	229,674.12	324,275.88	7,000.00	70,000.00	77,000.00	91,171.84	76,558.04	- no
Other Maintenance & Operating Expenses	ίΩ·) 	1		3	E 000000
Promotional Expenses A	100,000.00		100,000.00	25,000.00	25,000.00	50,000.00	56,508.78	00.0	00,000,00
Others (miscellaneous)	200,000.00	35,612.15	164,387.85	8,000.00	8,500.00	16,500.00	107,313.98	11,8/0./2	00.006 LT
FINANCIAL EXPENSES			•				; ;		200
Bank Charges	15,000.00	2,184.00	12,816.00	1,500.00	1,500.00	3,000.00	300.00	728:00	300,00
Other Financial Charges	285,120,00	5,571.07	279,548.93	35,000.00	35,000.00	70,000.00		1,857.02	1,900.00
EXPENSES	27,021,845.00	5,222,569.66 21,799,275.34	21,799,275.34	1,777,050.00	1,734,550.00 3,511,600.00	3,511,600.00	3,086,507.14	1,740,856.55	1,522,200.00
Cost of Sales	4,840,000.00	633,172.58	4,206,827.42	900,000.00	900,000.00 1,800,000.00	1,800,000.00	2,653,627.62	211,057.53	211,100:00
TOTAL EXPENDITURES	37,498,301.00	7,681,207.10	7,681,207.10 29,817,093.90	2,948,233.96	2,905,733.96 5,853,967.92	5,853,967.92	6,307,372.14	2,560,402.37 2,186,200.00	2,186,200.00