



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. LOZADA
[Signature]

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	
Total		2,186,200.00

B. Cash balance

Cash Balance, Beginning		391,166.37	
Add: TOF re fund requirement, May-June 2021	1,652,900.00		
TOF re fund requirement, June - July 2021	332,200.00		
Marketing Promotion	200,000.00		
Mid Year Bonus	121,290.00		
Interest Income	121.42		
		<u>2,306,511.42</u>	
Total Cash Available		2,697,677.79	
Less: Disbursements for	1,544,341.78		
Bank Charge	450.00		
Federal Tax for 1st qtr int. income	24.28		
		<u>1,544,816.06</u>	
Total Cash balance, end		1,152,861.73	
Less: Accounts Payable -		108,485.22	1,044,376.51

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

TOTAL AMOUNT FOR RELEASE **"S A Y"** 1,141,900.00

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

BANAUÉ HOTEL & YOUTH HOSTEL

Fund Requirement: Jul 2021 to Aug 2021

June 2021

ANNEX A

	Budget	Actual	Available	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	5,636,466.00	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:									
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	900.00
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
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
Transportation & Delivery Expenses			0.00			0.00	-	0.00	-
Subscription Expenses	223,000.00		223,000.00			0.00	-	0.00	-
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	-
Office Equipment, Furnitures & Fixtures			0.00				-	0.00	-
Office Cpt.			0.00	10,000.00	10,000.00	20,000.00	-	0.00	-

BANAU HOTEL & YOUTH HOSTEL

Fund Requirement: Jul 2021 to Aug 2021

June 2021

ANNEX A

PERSONAL EXPENSES

Salaries & Wages

S&W Regular

Budget	Actual	Available	Projected Cash Flow		Total	CY 2020	CY2021	Amt to be
2021	as of Jun 21	Balance	Jul-21	Aug-21		Ave(2 mos.)	Ave(2 mos.)	released
3,057,648.00	1,138,135.00	1,919,513.00	187,021.00	187,021.00	374,042.00	407,164.00	379,378.33	379,400.00

Other Compensation

PERA

Representation Allowance

Transportation Allowance

Clothing Allowance

Susp., Laundry & 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

Loyalty Service Award

Service Recognition Incentive

Performance Enhancement Incentive

Cash Gift

Mid Year Bonus

Year End Bonus

Performance base bonus

Personnel Benefits Contributions

Life & Ret. Ins. Premium

Pay-Ing Contributions

Philhealth Contributions

State Insurance Premium/ECC

Other Personnel Benefits

Provident Fund Benefits

Terminal Leave Pay

BANAU HOTEL & YOUTH HOSTEL

Fund Requirement: Jul 2021 to Aug 2021

June 2021

ANNEX A

	Budget	Actual	Available	Projected Cash Flow		CY 2020		CY2021	Amt to be released
	2021	as of Jun 21	Balance	Jul-21	Aug-21	Total	Ave(2 mos.)	Ave(2 mos.)	
Furnitures & Fixtures			0.00	5,000.00	5,000.00	10,000.00	-	0.00	-
IT Equip & Software		111,189.99	(111,189.99)	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	-	8,512.00	-
OM & Equip	194,000.00	4,704.00	189,296.00			0.00	963.20	1,568.00	-
Transpo Equip/Motor Vehicles	150,000.00	32,438.69	117,561.31	9,000.00	9,000.00	18,000.00	3,554.50	10,812.90	3,600.00
Taxes, Insurance Premiums and Other Fees									
Taxes, Duties & Licenses	507,720.00	190,289.52	317,430.48	190,000.00	133,500.00	323,500.00	6,448.96	63,429.84	6,500.00
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	-
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	-
Other Maintenance & Operating Expenses									
Promotional Expenses A	100,000.00		100,000.00	25,000.00	25,000.00	50,000.00	56,508.78	0.00	50,000.00
Others (miscellaneous)	200,000.00	35,612.15	164,387.85	8,000.00	8,500.00	16,500.00	107,313.98	11,870.72	11,900.00
FINANCIAL EXPENSES									
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	5,574.07	279,548.93	35,000.00	35,000.00	70,000.00	-	1,857.02	1,900.00
Total MOOE & FINANCIAL EXPENSES	27,021,845.00	5,222,569.66	21,799,275.34	1,777,050.00	1,734,550.00	3,511,600.00	3,086,507.14	1,740,886.55	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	2,653,627.62	211,057.53	211,100.00
TOTAL EXPENDITURES	37,498,301.00	7,681,207.10	29,817,093.90	2,948,233.96	2,905,733.96	5,853,967.92	6,307,372.14	2,560,402.37	2,186,200.00