



**ACTIVITY JUSTIFICATION
CALENDAR YEAR 2023**

DECISION UNIT

CLUB INTRAMUROS

Statement of Objectives

Key:

Specific:

	2022	2023
MAINTENANCE AND OTHER OPERATING EXPENSES	34,834,988.00	34,996,745.12
EQUIPMENT OUTLAY	12,020,000.00	7,477,000.00
TOTAL	46,854,988.00	42,473,745.12

PREPARED BY:


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Sr. Corporate Accounts
Analyst

REVIEWED BY:


JOSE RAMON L. RAMOS

Resident Manager

APPROVED BY:


Atty. MA. TERESA C.
ALVAREZ

Manager, Operations
Department



**CLUB INTRAMUROS
EQUIPMENT OUTLAY
CALENDAR YEAR 2023**

PARTICULARS (Provide Description)	INVENTORY EXISTING SIMILAR EQUIPMENT	QTY	UNIT COST	AMOUNT	JUSTIFICATION (FOR EVERY PROPOSED ITEM)
		1	0.00	0.00	
Aircon Inverter		2	185,000.00	370,000.00	depreciated airconditioning equipment
Bush Cutter		5	18,000.00	90,000.00	golf course maintenance
Coffee Machine		1	300,000.00	300,000.00	
desktop		3	75,000.00	225,000.00	depreciated computer equip
Golf Cart		10	450,000.00	4,500,000.00	to increase income on golf cart rental
Golf Sets (female)		5	90,000.00	450,000.00	Per COA memorandum
Golf Sets (male)		10	90,000.00	900,000.00	per COA Memorandum
Grass cutter		4	18,000.00	72,000.00	driving range maintenance
Heavy duty copier machine		1	180,000.00	180,000.00	fully depreciated copy machine
Karaoke/Videoke Equipement		2	30,000.00	60,000.00	
Multimedia TV		2	35,000.00	70,000.00	
Projector w/ wide screen		1	110,000.00	110,000.00	
Tiffany chairs		150	1,000.00	150,000.00	for restaurant and function use
TOTAL				7,477,000.00	



**CLUB INTRAMUROS
MAINTENANCE AND OTHER OPERATING EXPENSES
CALENDAR YEAR 2023**

PARTICULARS	PROPOSED BUDGET	REMARKS
Travelling Expenses		
Travelling Expenses - Local	63,000.00	
Supplies and Materials Expenses		
Office Supplies Expenses	202,800.00	
Accountable Forms Expenses	298,080.00	
Drugs and Medicines Expenses	25,000.00	
Gasoline, Oil and Lubricants Expenses	205,008.00	
Other Supplies Expenses	1,133,700.00	
Utility Expenses		
Water Expenses	1,154,000.00	
Electricity Expenses	5,578,200.00	
Cooking Gas Expenses	477,432.00	
Communication Expenses		
Telephone Expenses - Landline	108,300.00	
Telephone Expenses - Mobile	21,600.00	
Internet Expenses	174,000.00	
Membership Dues and Contribution to Organizations		
Membership Dues and Contribution to Organizations	50,000.00	
Rent Expenses		
Rent Expenses	20,000.00	
Representation Expenses		
Representation Expenses	33,600.00	
Transportation and Delivery Expenses		
Transportation and Delivery Expenses	30,000.00	
Professional Expenses		
Consultancy Services	532,400.00	
Security Services	6,795,162.48	
Other Professional Services	12,651,062.64	
Land Improvements		
Repairs and Maintenance - Land Improvements	1,503,000.00	
Buildings		
Repairs and Maintenance - Other Structures	1,274,700.00	
Office Equipment, Furniture and Fixtures		



CLUB INTRAMUROS
MAINTENANCE AND OTHER OPERATING EXPENSES
CALENDAR YEAR 2023

Repairs and Maintenance - Office Equipment	25,000.00	
Repairs and Maintenance - Furniture and Fixtures	95,000.00	
Repairs and Maintenance - IT Equipment and Software	51,600.00	
Machinery and Equipment		
Repairs and Maintenance - Other Machinery and Equipment	1,000,000.00	
Transportation Equipment		
Repairs and Maintenance - Motor Vehicles	250,000.00	
Taxes, Insurance Premiums and Other Fees		
Taxes, Duties and Licenses	336,700.00	
Fidelity Bond Premiums	13,600.00	
Insurance Expenses	360,500.00	
Other MOOE		
Promotional Expenses	220,000.00	
Others	286,000.00	
Financial Expenses		
Bank Charges	3,300.00	
Other Financial Charges	24,000.00	
TOTAL	34,996,745.12	





CLUB INTRAMUROS
TRAVELLING EXPENSES - LOCAL
CALENDAR YEAR 2023

DESTINATION	NO. OF TRIPS	NO. OF DAYS	NO. OF EMPLOYEE	GAS CASH ADVANCE	TERMINAL FEE	BUS/PLANE FARE	TAXI FARE	PER DIEM	MEALS	ROOMS	TOTAL TRAVELLING
ANY IN LUZON	0	5	1	0.00	0.00	0.00	500.00	2,200.00	2,200.00	0.00	4,900.00
BANAUUE HOTEL & YOUTH HOSTEL	0	6	1	0.00	0.00	0.00	1,000.00	2,640.00	2,640.00	17,500.00	23,780.00
MANILA	0	7	2	0.00	0.00	0.00	1,000.00	6,160.00	6,160.00	21,000.00	34,320.00
TOTAL	0	18	4	0.00	0.00	0.00	2,500.00	11,000.00	11,000.00	38,500.00	63,000.00





**CLUB INTRAMUROS
SUPPLIES & MATERIALS EXPENSES
CALENDAR YEAR 2023**

PARTICULARS	QTY	UNIT PRICE	AMOUNT
Accountable Forms Expenses			
Beverage Check	100	240.00	24,000.00
Food check	100	240.00	24,000.00
Hole in one Stub	200	126.00	25,200.00
Official Cash Book	60	360.00	21,600.00
Official Receipt	400	138.00	55,200.00
Order Slip	600	132.00	79,200.00
Player slip	500	132.00	66,000.00
RER	40	72.00	2,880.00
			298,080.00
Office Supplies Expenses			
Office Supplies Expense	12	16,900.00	202,800.00
			202,800.00
Other Supplies Expenses			
Sanitation and disinfection materials	1	300,000.00	300,000.00
supplies and materials	1	833,700.00	833,700.00
			1,133,700.00
TOTAL			1,634,580.00



**CLUB INTRAMUROS
DRUGS AND MEDICINES EXPENSES
CALENDAR YEAR 2023**

PARTICULRS	AMOUNT
Fisrt Aid Kit	20,000.00
Medicines	5,000.00
TOTAL	25,000.00





**CLUB INTRAMUROS
GASOLINE OIL & LUBRICANTS EXPENSES
CALENDAR YEAR 2023**

VEHICLE TYPE & PLATE NO.	PARTICULARS	NO. OF LITERS / ANNUM	UNIT PRICE	AMOUNT
	Gasoline Oil and Lubricants	12	17,084.00	205,008.00
TOTAL				205,008.00





**CLUB INTRAMUROS
WATER EXPENSES
CALENDAR YEAR 2023**

PARTICULRS	AMOUNT
Water expense	1,154,000.00
TOTAL	1,154,000.00





**CLUB INTRAMUROS
ELECTRICITY EXPENSES
CALENDAR YEAR 2023**

PARTICULRS	AMOUNT
Electricity expense	5,578,200.00
TOTAL	5,578,200.00





**CLUB INTRAMUROS
COOKING GAS EXPENSES
CALENDAR YEAR 2023**

PARTICULRS	AMOUNT
Cooking Gas expense	477,432.00
TOTAL	477,432.00





**CLUB INTRAMUROS
COMMUNICATION EXPENSES
CALENDAR YEAR 2023**

END-USER	TELEPHONE NO.	MONTHLY LIMIT	AMOUNT
Internet Expenses			
Internet		174,000.00	174,000.00
Telephone Expenses - Landline			
Landline		9,025.00	108,300.00
Telephone Expenses - Mobile			
Resident Manager		1,800.00	21,600.00
TOTAL			303,900.00





CLUB INTRAMUROS
MEMBERSHIP DUES AND CONTRIBUTION TO ORGANIZATIONS
CALENDAR YEAR 2023

PARTICULRS	AMOUNT
Membership fees and contribution	50,000.00
TOTAL	50,000.00





**CLUB INTRAMUROS
OTHER OPERATING EXPENSES
CALENDAR YEAR 2023**

NATURE OF EXPENSES	PARTICULARS	AMOUNT
Rent Expenses	Rent expense	20,000.00
		20,000.00
Transportation and Delivery Expenses	Transporatation and Delivery expense	30,000.00
		30,000.00
TOTAL		50,000.00





**CLUB INTRAMUROS
REPRESENTATION EXPENSES
CALENDAR YEAR 2023**

PARTICULRS	AMOUNT
Representation expense	33,600.00
TOTAL	33,600.00





**CLUB INTRAMUROS
OTHER PROFESSIONAL EXPENSES
CALENDAR YEAR 2023**

END-USER	CLOTHING ALLOWANCE	NO. OF DAYS	RATE PER DAY	AMOUNT
Job order	6000	22	713.96	194,485.44
Job order	6000	22	850.32	230,484.48
Job order	6000	22	850.32	230,484.48
Job order	6000	22	713.96	194,485.44
Job order	6000	22	1,029.48	277,782.72
Job order	6000	22	850.32	230,484.48
Job order	6000	22	713.96	194,485.44
Job order	6000	22	802.22	217,786.08
Job order	6000	22	802.22	217,786.08
Job order	6000	22	713.96	194,485.44
Job order	6000	22	850.32	230,484.48
Job order	6000	22	802.22	217,786.08
Job order	6000	22	850.32	230,484.48
Job order	6000	22	850.32	230,484.48
Job order	6000	22	802.22	217,786.08
Job order	6000	22	850.32	230,484.48
Job order	6000	22	756.81	205,797.84
Job order	6000	22	959.78	259,381.92
JOb order	6000	22	756.81	205,797.84
Job order	6000	22	850.32	230,484.48
Job order	6000	22	802.22	217,786.08
Job order	6000	22	713.96	194,485.44
Job order	6000	22	713.96	194,485.44
job order	6000	22	850.32	230,484.48
job order	6000	22	1,029.48	277,782.72
Job order	6000	22	756.81	205,797.84
Job order	6000	22	802.22	217,786.08
Job order	6000	22	756.81	205,797.84
Job order	6000	22	713.96	194,485.44
JOb order	6000	22	756.81	205,797.84
Job order	6000	22	850.32	230,484.48
Job order	6000	22	850.32	230,484.48
Job order	6000	22	756.81	205,797.84



**CLUB INTRAMUROS
OTHER PROFESSIONAL EXPENSES
CALENDAR YEAR 2023**

Job order	6000	22	1,029.48	277,782.72
Job order	6000	22	959.78	259,381.92
job order	6000	22	713.96	194,485.44
Job order	6000	22	713.96	194,485.44
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job order	6000	22	802.22	217,786.08
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Job order	6000	22	713.96	194,485.44
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Job order	6000	22	713.96	194,485.44
Job order	6000	22	756.81	205,797.84
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Job order	6000	22	713.96	194,485.44
job order	6000	22	713.96	194,485.44
Job order	6000	22	959.78	259,381.92
job order	6000	22	850.32	230,484.48
Job order	6000	22	756.81	205,797.84
Job order	6000	22	802.22	217,786.08
Job order	6000	22	756.81	205,797.84
Job order	6000	22	802.22	217,786.08
Provision for incentive (58 JO)			290,000.00	0.00
TOTAL				12,651,062.64



**CLUB INTRAMUROS
SECURITY & JANITORIAL SERVICES
CALENDAR YEAR 2023**

PARTICULARS	NO. OF SECURITY GUARD/JANITOR	INDIVIDUAL RATE/MONTH	MONTHLY RATE	AMOUNT
Security Services				
Security Services		566,263.54	#Error	6,795,162.48
TOTAL				6,795,162.48





**CLUB INTRAMUROS
CONSULTANCY SERVICES
CALENDAR YEAR 2023**

PARTICULRS	AMOUNT
Consultancy Services	532,400.00
TOTAL	532,400.00





**CLUB INTRAMUROS
REPAIRS AND MAINTENANCE - LAND IMPROVEMENTS
CALENDAR YEAR 2023**

PARTICULRS	AMOUNT
Land Improvements	1,503,000.00
TOTAL	1,503,000.00





**CLUB INTRAMUROS
REPAIRS AND MAINTENANCE - OTHER STRUCTURES
CALENDAR YEAR 2023**

PARTICULRS	AMOUNT
Other Structures	1,274,700.00
TOTAL	1,274,700.00





**CLUB INTRAMUROS
REPAIRS AND MAINTENANCE - OFFICE EQUIPMENT
CALENDAR YEAR 2023**

PARTICULRS	AMOUNT
Office equipment	25,000.00
TOTAL	25,000.00





CLUB INTRAMUROS
REPAIRS AND MAINTENANCE - FURNITURE AND FIXTURES
CALENDAR YEAR 2023

PARTICULARS	DESCRIPTION OF REPAIR JOB	AMOUNT
Repairs and Maintenance - Furniture and Fixtures Furnitures and Ficturs		95,000.00 95,000.00
Repairs and Maintenance - IT Equipment and Software IT equipment		51,600.00 51,600.00
TOTAL		146,600.00



CLUB INTRAMUROS
REPAIRS AND MAINTENANCE - OTHER MACHINERY AND EQUIPMENT
CALENDAR YEAR 2023

PARTICULRS	AMOUNT
Others	1,000,000.00
TOTAL	1,000,000.00





**CLUB INTRAMUROS
REPAIRS & MAINTENANCE OF GOVERNMENT VEHICLES
CALENDAR YEAR 2023**

END - USER	VEHICLE TYPE & PLATE NO.	PARTICULARS	AMOUNT
		Motor vehicles	250,000.00
TOTAL			250,000.00





**CLUB INTRAMUROS
TAXES, DUTIES AND LICENSES
CALENDAR YEAR 2023**

PARTICULRS	AMOUNT
Taxes, duties, and license	336,700.00
TOTAL	336,700.00





**CLUB INTRAMUROS
FIDELITY BOND PREMIUMS
CALENDAR YEAR 2023**

PARTICULRS	AMOUNT
Fidelity	13,600.00
TOTAL	13,600.00





**CLUB INTRAMUROS
INSURANCE EXPENSES
CALENDAR YEAR 2023**

PARTICULRS	AMOUNT
Insurance expense	360,500.00
TOTAL	360,500.00





**CLUB INTRAMUROS
PROMOTIONAL EXPENSES
CALENDAR YEAR 2023**

PARTICULRS	AMOUNT
Pomotional expense	220,000.00
TOTAL	220,000.00





CLUB INTRAMUROS
OTHERS
CALENDAR YEAR 2023

PARTICULRS	AMOUNT
Other	286,000.00
TOTAL	286,000.00





CLUB INTRAMUROS
OTHER FINANCIAL CHARGES
CALENDAR YEAR 2023

PARTICULRS	AMOUNT
Other financial charges	24,000.00
TOTAL	24,000.00





**CLUB INTRAMUROS
BANK CHARGES
CALENDAR YEAR 2023**

PARTICULRS	AMOUNT
Bank Charge	3,300.00
TOTAL	3,300.00

