



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 : Zamboanga Golf Course & Beach Park (ZGCBP)
Fund Requirement for May-June 2021

DATE : June 10, 2021

ZGCBP incurred a total operating expenditures amounting to **P672,221.87** for the month of May 2021. Fund requirements for May to June 2021 reflected in its projected cash flow is **P2,515,408.34**. Our evaluation showed that they are only allowed the amount of **P1,180,700.00**.

Based on the attached computation it still needs **P772,266.67** to complement its fund requirement for two months. We recommend the release of the said amount.

For your approval.

JETRO NICOLAS F. LOZADA 

ZAMBOANGA GOLF COURSE AND BEACH PARK
Transfer of Fund Computation
 May 2021
ANNEX B

A. Fund Requirement - June, 2021 and July, 2021)

Personal Services		425,600.00
Maintenance and Other Operating Expenses		755,100.00
Total		1,180,700.00

B. Cash balance

Cash Balance, Beginning 637,582.19

Add: *Transfer of funds & other deposits for the month*

Fund Requirement - May, 2021 - June, 2021

Refund re: welfare fund contribution of Irene Ybañez

Total 443,072.21 0.80 443,073.01 1,080,655.20

Less: *Check Disbursements* 300,105.17

Salaries and Wages - Regular 95,909.95

Services of Job Order Employee 235,288.67

Salary Increment 8,690.73

Monetization of leave credits of T. Galang 15,080.46

Pag-ibig rentiance for May, 2021 17,146.89 672,221.87

408,433.33

Total Cash balance, end 408,433.33

Less: *Accounts Payable* 772,266.67

Total 772,266.67

C. Fund Requirement (A-B) June, 2021 and July, 2021)

TOTAL AMOUNT FOR RELEASE

"S A Y"

772,266.67

Savings Account:

Particulars	Amount	Date
Transfer to Home Office for the month	38,260.00	May 31, 2021
Savings Account Balance	20,600.00	May 31, 2021

Checked/certified

Donna Grace L. Vitus

Certified Correct

Atty Ma. Teresa C. Alvarez

TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY												
ZAMBOANGA GOLF COURSE AND BEACH PARK												
Fund Requirement: Jun 2021 to Jul 2021												
05/30/2021												
ANNEX A												
	Budget Appro	Authnity	Revised Budget	Actual	Available	Projected Cash Flow		Total	CY 2020	CY2021	Amt to be	
	ptation 2021	Measure	Wwith Authnity	as of May 21	Balance	Jun-21	Jul-21		Ave(2 mos.)	Ave(2 mos.)	released	
PERSONAL EXPENSES												
Salaries & Wages												
S&W Regular	2,536,212.00		2,536,212.00	762,768.00	1,773,444.00	192,727.00	192,727.00	385,454.00	381,384.00	305,107.20	305,200.00	
S&W Casual												
Other Compensation												
PERA	144,000.00		144,000.00	40,000.00	104,000.00	10,000.00	10,000.00	20,000.00	20,000.00	16,000.00	16,000.00	
Clothing Allowance	36,000.00		36,000.00	30,000.00	6,000.00	-	-	0.00	14,400.00	12,000.00	12,000.00	
Mid-Year Bonus	211,351.00		211,351.00	-	211,351.00	192,727.00	-	0.00	76,276.00	0.00	-	
Year-End Bonus	211,351.00		211,351.00	-	211,351.00	-	-	0.00	-	0.00	-	
Cash Gift	30,000.00		30,000.00	-	30,000.00	-	-	0.00	-	0.00	-	
Other Bonuses and Allowances												
Anniversary Bonus	230,149.00		230,149.00	-	230,149.00	-	-	0.00	-	0.00	-	
13th Month Pay	230,149.00		230,149.00	-	230,149.00	-	-	0.00	-	0.00	-	
Medical Benefits	7,500.00		7,500.00	-	7,500.00	-	-	0.00	-	0.00	-	
Employees Meal Subsidy	2,376.00		2,376.00	246.00	2,130.00	132.00	132.00	264.00	1,248.00	98.40	100.00	
Children Allowance	-		-	120.00	-120.00	30.00	30.00	60.00	60.00	48.00	100.00	
Rice Subsidy	61,200.00		61,200.00	6,800.00	54,400.00	3,400.00	3,400.00	6,800.00	3,400.00	2,720.00	2,800.00	
Food Subsidy	18,000.00		18,000.00	2,000.00	16,000.00	1,000.00	1,000.00	2,000.00	1,000.00	800.00	800.00	
Performance Enhancement Incentive	30,000.00		30,000.00	-	30,000.00	-	-	-	-	0.00	-	
Performance Based Bonus	121,527.00		121,527.00	-	121,527.00	-	-	-	-	0.00	-	
Service Recognition Incentive	-		-	-	0.00	-	-	-	-	0.00	-	
Terminal Leave Pay	-		-	-	-	-	-	-	-	-	-	
Personnel Benefits Contributions												
Life & Rel. Ins. Premium	304,345.00		304,345.00	91,532.16	212,812.84	23,127.24	23,127.24	46,254.48	45,766.00	36,612.86	36,700.00	
Pag-ibig Contributions	10,800.00		10,800.00	2,000.00	8,800.00	500.00	500.00	1,000.00	1,000.00	800.00	800.00	
Philhealth Contributions	44,384.00		44,384.00	11,058.44	33,325.56	2,778.88	2,778.88	5,557.76	5,529.00	4,423.36	4,500.00	
State Insurance Premium	7,200.00		7,200.00	2,000.00	5,200.00	500.00	500.00	1,000.00	1,000.00	800.00	800.00	
Other Personnel Benefits												
Provident Fund Benefits	380,432.00		380,432.00	114,415.20	266,016.80	28,909.05	28,909.05	57,818.10	57,207.00	45,766.06	45,800.00	
TOTAL PERSONAL SERVICES	4,616,976.00	-	4,616,976.00	1,062,939.80	3,554,036.20	455,831.17	263,104.17	526,208.34	608,270.00	425,175.92	425,600.00	
MAINTENANCE & OTHER OPERATING EXPENSES												
Traveling Expenses Local	189,000.00		189,000.00	220.00	188,780.00	30,000.00	30,000.00	60,000.00	24,666.00	88.00	100.00	
Seminar Expenses												
Office Supplies Expenses	57,000.00		57,000.00	6,961.09	50,038.91	10,000.00	10,000.00	20,000.00	7,906.00	2,784.44	2,800.00	
Accountable Forms Exp	82,000.00		82,000.00	515.10	81,484.90	10,000.00	10,000.00	20,000.00	3,555.00	206.04	300.00	
Drug & Medicines Exp	7,000.00		7,000.00	-	7,000.00	-	-	-	-	-	-	
Fuel, Oil & Lub Exp	566,000.00		566,000.00	129,564.94	436,435.06	40,000.00	40,000.00	80,000.00	50,201.00	51,825.98	51,900.00	
Other Supplies Expenses	700,000.00		700,000.00	60,798.43	639,201.57	40,000.00	40,000.00	80,000.00	25,282.00	24,319.37	24,400.00	
Utility Expenses												
Water Expenses	390,000.00		390,000.00	46,826.75	343,173.25	44,000.00	44,000.00	88,000.00	39,806.00	18,730.70	18,800.00	

