



**TOURISM  
INFRASTRUCTURE AND  
ENTERPRISE  
ZONE  
AUTHORITY**

6th & 7th Floors, Tower 1  
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**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 July-August 2021**

**DATE : July 08, 2021**

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ZGCBP incurred a total operating expenditures amounting to **P1,034,261.56** for the month of June 2021. Fund requirements for July to August 2021 reflected in its projected cash flow is **P2,708,135.34**. Our evaluation showed that they are only allowed the amount of **P1,854,500.00**

Based on the attached computation it still needs **P1,514,654.67** 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**  
**ANNEX B**  
**June 2021**

**A. Fund Requirement - July, 2021 and August, 2021)**

Personal Services		526,800.00
Maintenance and Other Operating Expenses		1,327,700.00
<b>Total</b>		<b>1,854,500.00</b>

**B. Cash balance**

**Cash Balance, Beginning** 408,433.33

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

Fund Requirement - June, 2021 - July, 2021 772,266.67

Mid-Year Bonus CY 2021 192,727.00

2nd Quarter Bank Interest 179.89

Refund re: overpayment of ALLA 500.00 965,673.56

**Total** 1,374,106.89

**Less:** Check Disbursements 484,179.78

Salaries and Wages - Regular 98,598.73

Services of Job Order Employee 239,573.18

P.F.I. for CY 2020 of Claire Borja 5,000.00

Mid-Year Bonus CY 2021 189,727.00

Withholding Tax on Bank Interest 35.98

Pay-ibig remittance for June, 2021 17,146.89 1,034,261.56

**Total Cash balance, end** 339,845.33

**Less:** Accounts Payable 339,845.33

**Total** 1,514,654.67

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

**TOTAL AMOUNT FOR RELEASE** "S A Y" 1,514,654.67

**Savings Account:**

Particulars	Amount	Date
Transfer to Home Office for the month	115,020.00	June 30, 2021
Savings Account Balance	10,012.49	June 30, 2021

Checked/certified Certified Correct.

Donna Grace U. Virius Atty Ma. Teresa C. Alvarez

TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY												
ZAMBOANGA GOLF COURSE AND BEACH PARK												
Fund Requirement: Jul 2021 to Aug 2021												
06/30/2021												
ANNEX A												
	Budget Approp portion 2021	Austerity Measure	Revised Budget With Austerity	Actual as of Jun 21	Available Balance	Projected Cash Flow		Total	CY 2020 Ave(2 mos.)	CY2021 Ave(2 mos.)	Amt to be released	
PERSONAL EXPENSES												
Salaries & Wages												
S&W Regular	2,536,212.00		2,536,212.00	1,149,858.00	1,386,354.00	192,727.00	192,727.00	385,454.00	381,384.00	383,266.00	381,400.00	
S&W Casual												
Other Compensation												
PERA	144,000.00		144,000.00	60,000.00	84,000.00	10,000.00	10,000.00	20,000.00	20,000.00	20,000.00	20,000.00	
Clothing Allowance	36,000.00		36,000.00	30,000.00	6,000.00	-	-	0.00	12,000.00	10,000.00	10,000.00	
Mid-Year Bonus	211,351.00		211,351.00	191,643.00	19,708.00	192,727.00		192,727.00	63,564.00	0.00	HO	
Year End Bonus	211,351.00		211,351.00	-	211,351.00	-	-	0.00	-	0.00	HO	
Cash Gift	30,000.00		30,000.00	-	30,000.00			0.00	-	0.00	HO	
Other Bonuses and Allowances												
Anniversary Bonus	230,149.00		230,149.00	-	230,149.00			0.00	-	0.00	HO	
13th Month Pay	230,149.00		230,149.00	-	230,149.00	-	-	0.00	-	0.00	HO	
Medical Benefits	7,500.00		7,500.00	-	7,500.00			0.00	-	0.00	HO	
Employees Meal Subsidy	2,376.00		2,376.00	375.00	2,001.00	132.00	132.00	264.00	125.00	125.00	200.00	
Children Allowance	-		-	180.00	-180.00	30.00	30.00	60.00	60.00	60.00	100.00	
Rice Subsidy	61,200.00		61,200.00	10,200.00	51,000.00	3,400.00	3,400.00	6,800.00	3,400.00	3,400.00	3,400.00	
Food Subsidy	18,000.00		18,000.00	3,000.00	15,000.00	1,000.00	1,000.00	2,000.00	1,000.00	1,000.00	1,000.00	
Performance Enhancement Incentiv	30,000.00		30,000.00	-	30,000.00			-	-	0.00	HO	
Performance Based Bonus	121,527.00		121,527.00	-	121,527.00			-	-	0.00	HO	
Service Recognition Incentive	-		-	-	0.00			-	-	0.00	HO	
Terminal Leave Pay	-		-	-	-			-	-	-	HO	
Personnel Benefits Contributions												
Life & Ret. Ins. Premium	304,345.00		304,345.00	137,982.96	166,362.04	23,127.24	23,127.24	46,254.48	45,766.00	45,994.32	45,800.00	
Pag-Ibig Contributions	10,800.00		10,800.00	3,000.00	7,800.00	500.00	500.00	1,000.00	1,000.00	1,000.00	1,000.00	
Philhealth Contributions	44,384.00		44,384.00	16,673.26	27,710.74	2,778.88	2,778.88	5,557.76	5,529.00	5,557.75	5,600.00	
State Insurance Premium	7,200.00		7,200.00	3,000.00	4,200.00	500.00	500.00	1,000.00	1,000.00	1,000.00	1,000.00	
Other Personnel Benefits												
Provident Fund/Benefits	380,432.00		380,432.00	172,478.70	207,953.30	28,909.05	28,909.05	57,818.10	57,207.00	57,492.90	57,300.00	
TOTAL PERSONAL SERVICES												
	4,616,976.00	-	4,616,976.00	1,778,390.92	2,838,585.08	455,831.17	263,104.17	718,935.34	592,035.00	528,915.97	526,800.00	
MAINTENANCE & OTHER OPERATING EXPENSES												
Travelling Expenses-Local												
Seminar Expenses	189,000.00		189,000.00	220.00	188,780.00	30,000.00	30,000.00	60,000.00	20,555.00	73.33	100.00	
Office Supplies Expenses												
Accountable Forms Exp	82,000.00		82,000.00	9,583.79	47,416.21	10,000.00	10,000.00	20,000.00	6,862.00	3,194.60	3,200.00	
Drug & Medicines Exp	7,000.00		7,000.00	646.40	81,353.60	10,000.00	10,000.00	20,000.00	2,970.00	215.47	300.00	
Fuel, Oil & Lub. Exp.	566,000.00		566,000.00	-	7,000.00	40,000.00	40,000.00	80,000.00	-	-	-	
Other Supplies Expenses	700,000.00		700,000.00	198,693.66	367,306.34	40,000.00	40,000.00	80,000.00	51,754.00	66,231.22	51,800.00	
Utility Expenses				107,720.26	592,279.74	40,000.00	40,000.00	80,000.00	29,627.00	35,906.75	29,700.00	
Water Expenses	390,000.00		390,000.00	75,101.50	314,898.50	44,000.00	44,000.00	88,000.00	34,966.00	25,033.83	25,100.00	