



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 June & July 2021

DATE : June 22, 2021

BHYH incurred a total operating expenditure amounting **P1,054,229.41** for the month of May 2021. Fund requirements for June & July 2021 reflected in its projected cash flow is **P5,853,967.92**. Our evaluation showed that they are only allowed the amount of **P2,267,755.00**

Based on the attached computation it still needs **P332,200.00** to complement its fund requirement for the two months. We recommend the release of the said amount.

JETRO NICOLAS F. LOZADA

THE HOTEL & YOUTH HOSTEL  
Statement of Fund Computation  
EXHIBIT B

May 2021

A. Fund Requirement -

(June-July 2021)

Personal Services  
Maintenance and Other Operating Services  
Cost of Sales  
Total

456,400.00  
1,558,055.00  
253,300.00  
2,267,755.00

CY 2020  
Ave(2 mos.)

407,164.00  
20,000.00  
10,000.00

B. Cash balance

Cash Balance, Beginning

440,795.78

Add: TOF re fund requirement, Apr-May 2021

1,004,600.00

TOF re fund requirement, May-June 2021

1,652,900.00

2,657,500.00

Total Cash Available

3,098,295.8

Less: Disbursements for

May-21

1,054,079.41

Bank Charge

150.00

Federal Tax for 1st qtr int. income

1,054,229.41

Total Cash balance, end

2,044,066.37

Less: Accounts Payable -

May-21

108,485.22

1,935,581.15

C. Fund Requirement (A-B)

(June-July 2021)

332,173.85

TOTAL AMOUNT FOR RELEASE

"S A Y"

332,200.00

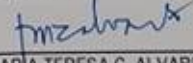
Savings Account:

Particulars	Amount	Date
Transfer to main office		
Savings Account Balance	895,687.71	May 31, 2021

Checked and Certified

  
Jonathan F. Beben

Certified correct:

  
Atty. MARIA TERESA C. ALVAREZ

**BANAUE HOTEL & YOUTH HOSTEL**  
Fund Requirement: Jun 2021 to Jul 2021  
May 2021  
ANNEX A

	Budget	Actual	Available	Projected Cash Flow		CY 2020		CY 2021	
	2021	as of May 21	Balance	Jun 21	Jul 21	Total	Ave(2 mos.)	Ave(2 mos.)	Am't to be released
<b>TOTAL PERSONAL SERVICES</b>	<b>5,636,456.00</b>	<b>1,361,650.77</b>	<b>4,274,805.23</b>	<b>271,183.96</b>	<b>271,183.96</b>	<b>542,367.92</b>	<b>567,237.38</b>	<b>544,660.31</b>	<b>456,400.00</b>
<b>MAINTENANCE &amp; OTHER OPERATING EXPENSES</b>									
Traveling Expenses-Local	640,000.00	76,542.59	563,457.41	20,000.00	20,000.00	40,000.00	79,896.82	30,517.04	30,700.00
<b>Supplies &amp; Materials Exp.</b>			0.00						
Office Supplies Expenses	217,000.00	31,156.04	185,843.96	18,500.00	18,000.00	36,500.00	453,148.54	12,462.42	12,500.00
Accountable Forms Exp	22,500.00	1,967.64	20,532.36	5,000.00	6,000.00	11,000.00	8,736.00	787.14	800.00
Drug & Medicines Exp	10,000.00	744.80	9,255.20			0.00	380.80	297.92	
Gas, Oil & Lub Exp	331,000.00	87,373.78	243,626.22	20,000.00	25,000.00	45,000.00	137,675.88	34,949.51	36,000.00
Other Supplies Expenses	1,500,000.00	197,238.28	1,302,761.72	120,000.00	95,000.00	215,000.00	45,411.60	78,895.31	45,500.00
<b>Utility Expenses</b>									
Electricity Expenses	3,000,000.00	166,625.27	2,833,374.73	320,000.00	320,000.00	640,000.00	588,002.62	66,650.11	66,700.00
Cooking Gas Expenses	539,200.00	48,311.14	490,888.86	75,000.00	75,000.00	150,000.00	256,952.94	19,324.46	19,400.00
Water Expense	50,000.00	18,440.80	31,559.20	10,000.00	10,000.00	20,000.00	6,720.00	7,376.32	6,800.00
<b>Communication Expenses</b>									
Postage and Deliveries	10,000.00	4,723.43	5,276.57	1,000.00	1,000.00	2,000.00	1,148.60	1,889.37	1,200.00
Telephone - Landline			0.00			0.00		0.00	
Telephone - Mobile	30,600.00	14,000.00	16,600.00	3800	3,800.00	7,600.00	1,568.00	5,600.00	4,760.00
Internet Services	102,000.00	37,643.32	64,356.68	5,500.00	5,500.00	11,000.00	15,651.42	15,057.33	11,000.00
Cable Sat., Telegraph, & Radio Exp	9,000.00		9,000.00	1,000.00	1,000.00	2,000.00		0.00	2,000.00
Rent Expense	84,000.00	34,238.97	49,761.03	6750	6,750.00	13,500.00	7,840.00	13,685.59	7,840.00
Representation Expense			0.00			0.00		0.00	
Transportation & Delivery Expenses	223,000.00		223,000.00			0.00		0.00	
Subscription Expenses									
<b>Professional Expenses</b>									
Security Services*	2,118,000.00		2,118,000.00	120,000.00	120,000.00	240,000.00	254,845.20	0.00	no
Consultancy Services									
Other Professional Services	15,737,000.00	2,926,206.93	12,810,793.07	750,000.00	720,000.00	1,470,000.00	943,424.46	1,170,482.77	1,170,500.00
<b>Repairs and Maintenance</b>									
Land Improvements	150,000.00		150,000.00			0.00		0.00	
Bldg. & structures	130,000.00		130,000.00			0.00	1,100.00	0.00	
Office Equipment, Furnitures & Fixtures			0.00					0.00	
Office Opt.			0.00	10,000.00	10,000.00	20,000.00		0.00	



**BANAUE HOTEL & YOUTH HOSTEL**  
Fund Requirement: Jun 2021 to Jul 2021  
May 2021  
ANNEX A

	Budget	Actual	Available	Projected Cash Flow		CY 2020		CY2021	Amt to be released
	2021	as of May 21	Balance	Jun-21	Jul-21	Total	Ave(2 mos.)	Ave(2 mos.)	
<b>PERSONAL EXPENSES</b>									
<b>Salaries &amp; Wages</b>									
S&W Regular	3,057,648.00	956,239.00	2,101,409.00	187,021.00	187,021.00	374,042.00	407,164.00	382,495.60	382,500.00
<b>Other Compensation</b>									
PERA	168,000.00	52,000.00	116,000.00	14,000.00	14,000.00	28,000.00	20,000.00	20,800.00	20,800.00
Representation Allowance	60,000.00	25,000.00	35,000.00	10,000.00	10,000.00	20,000.00	10,000.00	10,000.00	-
Transportation Allowance	60,000.00		60,000.00			0.00	-	0.00	-
Clothing Allowance	42,000.00	30,000.00	12,000.00			0.00	-	12,000.00	-
Sust. Laundry & Qtr Allowance			0.00			0.00	-	0.00	-
Productivity Incentive Allowance			0.00			0.00	-	0.00	-
<b>Other Bonuses and Allowances</b>									
Anniversary Bonus	283,336.00		283,336.00			0.00	-	0.00	-
13th Month Pay	283,336.00		283,336.00			0.00	-	0.00	-
Medical Benefits	5,000.00		5,000.00			0.00	-	0.00	-
Employees Meal Subsidy	1,584.00	645.00	939.00	264.00	264.00	528.00	258.00	258.00	-
Children Allowance	40,800.00	17,000.00	23,800.00	8,000.00	8,000.00	16,000.00	6,800.00	6,800.00	-
Rice Subsidy	12,000.00	5,000.00	7,000.00	2,500.00	2,500.00	5,000.00	2,000.00	2,000.00	-
Food Subsidy			0.00				-	0.00	-
Terminal Leave Pay			0.00				-	0.00	-
Loyalty Service Award									
Service Recognition Incentive	35,000.00		35,000.00				-	0.00	-
Performance Enhancement Incentive	35,000.00		35,000.00			0.00	-	0.00	-
Cash Gift	254,804.00		254,804.00				-	0.00	-
Mild Year Bonus	254,804.00		254,804.00			0.00	-	0.00	-
Year End Bonus	146,462.00		146,462.00	20,000.00	20,000.00	40,000.00	-	0.00	-
Performance base bonus			0.00				-		
<b>Personnel Benefits Contributions</b>									
Life & Ret Ins. Premium	366,918.00	114,748.68	252,169.32	13,698.96	13,698.96	27,397.92	47,105.52	45,899.47	45,900.00
Pag-ibig Contributions	12,600.00	2,600.00	10,000.00	1,100.00	1,100.00	2,200.00	1,000.00	1,040.00	1,100.00
Philhealth Contributions	50,117.00	12,382.24	37,734.76	1,800.00	1,800.00	3,600.00	5,364.46	4,952.90	5,000.00
State Insurance Premium/ECC	8,400.00	2,600.00	5,800.00	800.00	800.00	1,600.00	1,000.00	1,040.00	1,100.00
<b>Other Personnel Benefits</b>									
Provident Fund Benefits	458,647.00	143,435.85	315,211.15	12,000.00	12,000.00	24,000.00	66,545.40	57,374.34	-
Terminal Leave Pay							0.00	0.00	-

**YOUTH HOSTEL**  
 2021 to July 2021

Budget 2021	Actual as of May 21	Available Balance	Projected Cash Flow		CY 2020 Ave(2 mos.)	CY 2021 Ave(2 mos.)	Amt to be released
			Jun 21	Jul 21			
<i>Furniture &amp; Fixtures</i>		0.00					
<i>IT Equip &amp; Software</i>		(111,169.99)	5,000.00	5,000.00	10,000.00	0.00	
<i>Communication Equip</i>	20,000.00	25,536.00	5,000.00	5,000.00	10,000.00	44,476.00	
<i>CM &amp; Equip</i>	194,000.00	4,704.00				10,214.40	
<i>Transpo Equip/Motor Vehicles</i>	150,000.00	189,296.00	9,000.00	9,000.00	18,000.00	1,981.60	
<b>Taxes, Insurance Premiums and Other Fees</b>		127,706.51				8,916.60	3,555.00
<i>Taxes, Duties &amp; Licenses</i>	507,720.00	190,289.52	317,430.48	190,000.00	133,500.00	323,500.00	6,500.00
<i>Fidelity Bond Premiums</i>	92,765.00	1,406.25	91,348.75	5,000.00	5,000.00	10,000.00	
<i>Insurance Expense</i>	553,950.00	191,395.10	362,554.90	7,000.00	70,000.00	77,000.00	
<b>Other Maintenance &amp; Operating Expenses</b>		0.00					
<i>Promotional Expenses A</i>	100,000.00	100,000.00	25,000.00	25,000.00	50,000.00	56,508.78	90,000.00
<i>Others (miscellaneous)</i>	200,000.00	32,497.01	167,502.99	8,000.00	8,500.00	107,313.98	13,000.00
<b>FINANCIAL EXPENSES</b>		0.00					
<i>Bank Charges</i>	15,000.00	1,662.00	13,338.00	1,500.00	1,500.00	3,000.00	300.00
<i>Other Financial Charges</i>	285,120.00	5,526.82	279,593.18	35,000.00	35,000.00	70,000.00	70,000.00
<b>Total MOOE &amp; FINANCIAL EXPENSES</b>	<b>27,021,845.00</b>	<b>4,231,711.37</b>	<b>22,790,133.63</b>	<b>1,777,050.00</b>	<b>1,734,550.00</b>	<b>3,086,507.14</b>	<b>1,558,065.00</b>
<b>Cost of Sales</b>	<b>4,840,000.00</b>	<b>633,172.58</b>	<b>4,206,827.42</b>	<b>900,000.00</b>	<b>900,000.00</b>	<b>2,653,627.62</b>	<b>251,300.00</b>
<b>TOTAL EXPENDITURES</b>	<b>37,498,301.00</b>	<b>6,226,534.72</b>	<b>31,271,766.28</b>	<b>2,948,233.96</b>	<b>2,905,733.96</b>	<b>5,853,967.92</b>	<b>2,287,755.00</b>