



Please find attached monthly crew administration file, which includes payroll, pay slips and cash books.

Here are the guidelines :

- 1- Save the file on your computer as "blank payroll".
- 2- Save then it as "Payroll "month name" 2010".
- 3- Please take all staff contracts and complete in sheet named "Payroll summary", following items :  
Rank, Name, Nationality, Currency of contract, Sign on date, Department, Days worked in the month, Basic wages, Owners bonus, Leave pay, Fixed overtime.
- 4- Cash Advances (draws)
  - a) Once a month and every 15<sup>th</sup> or 16<sup>th</sup> only, each non Filipino staff who will work the full month onboard are allowed to receive 50% of their base wage in cash onboard. They will have to sign for this receipt. This advance on salary will be deducted from their end of month payment.
  - b) Once a month and every 15<sup>th</sup> or 16<sup>th</sup> only, each Filipino staff who will work the full month onboard are allowed to receive 10% of their base wage in cash onboard (80% being wired home according to local legislation). They will have to sign for this receipt. This advance on salary will be deducted from their end of month payment.
  - c) Any staff who joined the ship during the month will not get any cash advances before the end of the month unless special authorization from the office.
- 5- On 25<sup>th</sup> of each months, please ask the staff to let you know if they intend to take their salary in cash onboard or via wire transfer, taking into consideration that all Filipino staff should, according to Philippine's legislation, wire a minimum of 80 % of their basic wages home (via wire transfer) except the signing on and signing off months. Once figure got, please complete column "W", named ""allotments wired" accordingly and then go to tabs named "Allotment list" and complete the staff bank details accordingly. No need to complete figures for the staff who have decided to take some cash onboard at the end of the month. Please then send the file to Mr Rossi and myself, in order to allow us to proceed to the transfer electronically by the 25<sup>th</sup> of each month.
- 6- On the 1<sup>st</sup> of following month, please complete the "extra overtime" column ("S"), if any, approved by yourself.
- 7- Please enter in column "(X) Cash advances, the list of cash that you have distributed in the month (if any)
- 8- Various deductions :  
Every end of month, the ship will complete the list of amount to be deducted from staff salaries in regards to slop chest and bonded stores consumed onboard by each staff (if any). This will be deducted from staff salaries. Amounts to be entered in payroll summary column Y"
- 9- Please complete the tabs named "Cash Book USD" and enter the transaction of USD cash of the month. Note that the opening balance should match with prior month closing balance, and that the closing balance must match with your safe.

10- Please complete the tabs named "Cash Book EUR" and enter the transaction of USD cash of the month. Note that the opening balance should match with prior month closing balance, and that the closing balance must match with your safe.

11- Please then send the file to Mr Rossi and myself.

12- Once done, please print all pay slips in 2 sets: one needs to be kept in your office; one must be given to the personnel. Please settle the balance due (if any) in cash.

13- Please save the file as "Payroll "month name+1" 2010", update the sheet "Payroll summary", by removing staff who have left the ship, cancelling allotments wired, cash advance, extra overtime, number of days worked, etc... and go back to above item 1.

Specifics request:

1 – When a staff signs on, please request the crew manager to tell you how many travel days shall be added to his salary. If any, calculation must be done as follow:  $(\text{number of travel days} \times \text{basic salary}) / 30$ . The figure needs then to be entered in payroll summary column "T". Please then refer to above point no 3, and then follow the steps 4 to 10. If he signs on after the 25<sup>th</sup>, no wires will be done, payment shall be done in cash onboard, or balance due will be added to next month wire transfer.

2 – When a staff leaves the ships, please refer to above point 4, 5, 6. Once done, please print his pay slip in two set and follow procedure shown in point 10.

3- Cash to Master requisition :

Once a month, and ten days before the end of the month, the ship will provide to the office the USD Cash to Master (CTM) request with required denomination. The office will contact the local agent and will arrange a cash delivery onboard.

4 – Onboard Cash – Various :

V.Ships Money will have to be kept onboard in a safe separately from other funds from the owners of the ship. These funds will remain a V.Ships property. A safe count will be made on a regular basis by a V.Ships crew administration staff.