

SEEDWORKS PHILIPPINES, INC.

BSC of Vien Castulo

Fiscal Year 2023

BALANCE SCORE CARD - FINANCE ASSOCIATE									
Perspective	Key Performance Indicators (KPI)	Measure	UOM	Weightage	Target	Actual	Key Initiatives	Rating	Remarks by Supervisor
Financial	MIS Submission w/ PPT Presentation	Updated schedules for all COA under Finance Associate Provide narratives on the MIS Presentation	date	30%	3rd day of Month; 5th day of Month	100%	Improved schedules for all BS Accounts. Have in depth knowledge of monthly movement of Sales by coordinating with SC.	0.29975	
	Assistance in MIS Budget FY24	Assist F&A Manager by providing necessary budget data or other reports as needed by SW International	Annual		December 2022	100%	Timely Submission		
	Monthly/ Quarterly Closing Activities	CASH IN BANK SCHEDULES UITF Monitoring; Forex Monitoring; Bank Recon	date		EOM	100%	Post Collections on time together with dollar purchases		
		AR SCHEDULES AR Aging; AR Aging per Invoice; Filing of 2307 forms Collection; Filing of Collection Receipts	date		2nd day of Month	99%	Provide AR Updates to the Area Managers; Coordinate for CR & 2307 Closely monitor deposits of PDC from Private Trade Vege Sales. Mid Year AR Confirmation Letters		
		INVENTORY SCHEDULES Inventory Reconciliation (ERP vs MIS vs Physical) Inventory List FY23 with BIR RECEIVED STAMP	Invty report		2nd day of Month	100%	Made improvements to the Rice Ledger maintained by Supply Chain. File Inventory List after AuditFY23 (with CD). Tallied Inventory EOM signed by Corporate, Supply Chain and Finance Team		
		FIXED ASSET REGISTER SCHEDULE Asset Tagging; Physical Verification Reports; Posting of Depreciation	PPE report		Week before EOQtr	100%	Coordinate with persons in charge of assets. Post Depreciation Expense on 1st week		
		ROU SCHEDULE Monitor Movements and prepare journal entry	date		EOM	100%	Coordinate with Mean/ Vince		
		LEASE LIAB. - NON SCHEDULE Monitor Movements and prepare journal entry	date		EOM	100%	Coordinate with Mean/ Vince		
		ACCRUED EXPENSES SCHEDULE Monitor Movements of the Balances	date		EOM	100%	Focus on Accruals from Fertilizers, 13th Month, Incentives, Sales and Marketing Expense, Tax and License Fees		
		AP - TRADE SCHEDULE Raising POs for Local and International Suppliers; AP Aging	date		EOM	100%	PO Filing; Soft/HardCopy Coordinate Mean for incoming Due Dates of Supplier		
		AP - INWARD FREIGHT SCHEDULE Updated Schedules per PO	date		EOM	100%	Follow up of SOAs from Inward Freight Charges Careful approval of Broker/ Freight Charges together with SC		
		SALES SCHEDULE Audit of DR, SI, & ATP vs ERP Posting Verify if Sales Price is in line with Official Distributors' Price	date		EOM	100%	Provide comparison of Sales Growth and other Sales Analysis		
Customer	COGS Schedule	Assist Marketing Dep't by providing Cost Report for Vege/Rice	date	20%	3rd day of Month	100%	Timely Submission	0.19933	
	Credit Limit Policy Implementation & Amendments	Recommend approval of SOA within Credit Limit	Per SOA		April 2022	100%	Provided new formula for Credit Limit Computation		
	Retention Letters & NFCC	Issuance of Retention Letter together with SOAs/ 100% collection of retention and no overdue	Per SI		As Requested	99%	Submission of Retention Letters		
Process	Internal Audit (GT)	Implement findings/Feedback from Internal Auditors	date	35%	Audit Engagement Deadlines	100%	Prepare Scanned Copies before Internal Audit	0.35	
	External Audit (SGV)	Implement findings/Feedback from External Auditors	date		Audit Engagement Deadlines	100%	Prepare Scanned Copies before Internal Audit		
	Tax Audit (BIR)	Filing of Tax Deliverables	date		Tax Deadlines	100%	- EFPS Filing of forms 0619E, 1601E, & Inventory Listing -Quarterly Alphabetical filing together with 1601EQ		
People	Skill Upgradation	Online Seminar	date	15%		100%	-Currently Enrolled in Data Analyst Course & MBA Program	15%	

100.00%

Grandtotal

99.91%

Prepared by:

Vien Castulo

Evaluated by:

Norie Avinante