

PAPUA NEW GUINEA UNIVERSITY OF TECHNOLOGY

SCHOOL OF FORESTRY

BACHELOR OF SCIENCE IN FORESTRY (BScF) - 4TH YEAR

PROJECT FUNDS ACQUITTAL REPORT - SEMESTER 2, 2025

REPORT DATE: February, 2026

PREPARED BY: School of Forestry Administration

SUBMITTED TO: Bursary Department

REFERENCE: BSCF 4 Project Funds 2025

1. EXECUTIVE SUMMARY

This report presents the complete acquittal of project funds allocated to final-year Bachelor of Science in Forestry students for their research projects in Semester 2, 2025. A total of K21, 000.00 was received and distributed to 42 registered students. One student (PENUNU Smith) did not use the funds allocated. Student (NUHUNGE Solomon) used only K400.00 for his research project. The funds were utilized for student research projects with appropriate documentation of all expenditures, returns, and outstanding balances. The K500.00 and K100.00 not used by the students were retained and accounted for in the School's fund management.

2. FUND ALLOCATION AND DISTRIBUTION

Description	Amount (PGK)
Total funds received	K21, 000.00
Total funds distributed to students	K20,400.00
Cash remaining after distribution	K600.00

Distribution Notes:

- Each registered student received K500.00, except for one student who received K400.00.
- 41 students received project funds; 1 student (PENUNU Smith) did not use funds.
- The K500.00 allocated for PENUNU Smith and K100.00 from NUHUNGE Solomon were retained as part of the cash on hand.
- Distribution took place from August 7 to August 25, 2025.

3. ACQUITTAL SUMMARY

Description	Amount (PGK)
Total amount used by students (acquitted)	K19, 738.80
Unused cash returned by students	K105.30
Outstanding cash from students	K555.90
School of Forestry operational expenses	K550.00
Cash on hand (COH)	K50.00

4. EXPENDITURE DETAILS

4.1 Student Expenditure Breakdown

Students utilized their allocated funds between August and October 2025, with all acquittals submitted by October 24, 2025. The expenditure patterns show:

- **Full Utilization:** 33 students used their entire allocation with zero balance
- **Partial Utilization with Returns:** 4 students returned unused portions totaling K105.30
- **Outstanding Balances:** 3 students have outstanding balances totaling K55.90
- **Outstanding Acquittal:** 1 student did not submit her acquittal for funds (K500.00) she received

4.2 School of Forestry Operational Expenses

Description	Amount (PGK)
Payment of FSSA end of Year luncheon venue	K550.00

Total SoF Expenditure	K550.00
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5. SPONSORSHIP ANALYSIS

Sponsor Type	Number of Students	Percentage
Self-Sponsored	13	31%
HECAS-Sponsored	29	69%
Total	42	100%

6. RECONCILIATION

Description	Amount (PGK)	Reference
Total funds received	K21, 0000.00	Initial allocation
Total funds distributed	K20, 400.00	Student distributions
Cash remaining after distribution	K600.00	Includes undistributed funds

Acquittal Breakdown:

Total amount used by students	K19, 738.80	As per student receipts
Unused cash returned	K105.30	Student returns
Cash on hand before SoF expenses	K600	K500.00 + K100.00
SoF operational expenses	K550.00	K550.00(receipt #: XXXXX)
Final cash on hand (<i>returned to cashier</i>)	K155.30	K105.30 + K50.00 (receipt #: FJB2535221291008)
Outstanding from students	K55.90	To be recovered
Outstanding acquittal	K500.00	To be recovered

Note on Student who did not collect his project fund:		
K500.00 allocated for PENUNU Smith (ID: 2250120.8) was retained as he did not collect it		

7. RECOMMENDATIONS

1. **Outstanding Balances:** Follow up with students who have outstanding balances totaling **K55.90** to ensure complete accountability of all distributed funds.
2. **Future Distributions:** Maintain current structured timeline for fund disbursement and acquittal. A check needs to be done right after all the acquittals forms are collected to identify students who have outstanding and they will be advised to settle their debt prior to them being cleared at the school. They will not continue with their end of year clearance unless their debts are settled.
3. **Documentation:** Maintain the current comprehensive documentation practice that tracks all fund movements.

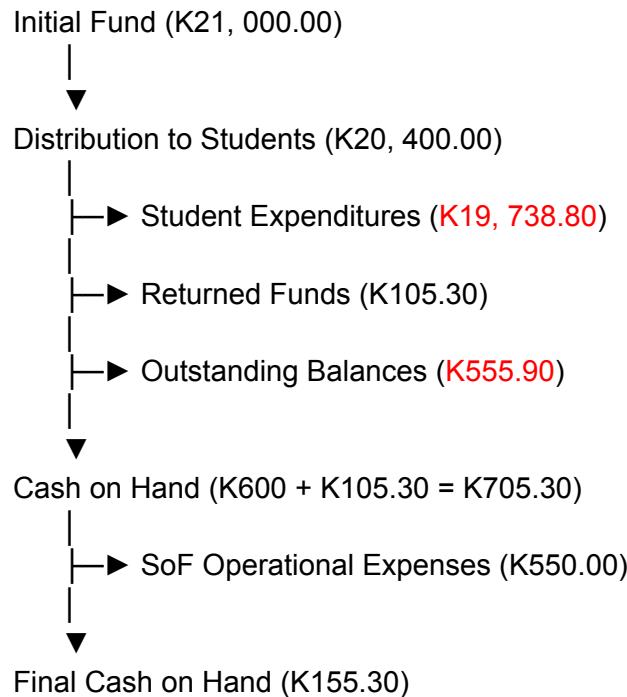
8. APPENDICES

Appendix A: Detailed Student Acquittal Records. Refer to attached spreadsheet for more details.

	Date	Student Name	ID Number	Sponsor	Amount Received	Amount Returned	Amount O/Standing
1	07.08.2025	Advance paid to student: Jordan AIKEBUSE	2250098.1	Hecas	K500.00	0.00	9.60
2	07.08.2025	Advance paid to student : Ruben ANDANIUS	2250099.8	Hecas	K500.00	0.00	37.70
3	08.08.2025	Advance paid to student : Melsie AWAKU	2250100.6	Hecas	K500.00	0.00	0.00
4	08.08.2025	Advance paid to student : Lenisha BOBBY	2150115.5	Hecas	K500.00	0.00	500.00
5	11.08.2025	Advance paid to student : Masawa EKARO	2250133.5	Hecas	K500.00	0.00	0.00
6	07.08.2025	Advance paid to student : Ezekiel EMMANUEL	2250102.0	Self Sponsor	K500.00	0.00	0.00
7	08.08.2025	Advance paid to student : Isobel FILER	2250103.7	Self Sponsor	K500.00	0.00	0.00
8	08.08.2025	Advance paid to student : Roy FOKOPA	2150116.2	Hecas	K500.00	0.00	0.00
9	08.08.2025	Advance paid to student : Wilton GIBERE	2250104.4	Hecas	K500.00	0.00	0.00
10	25.08.2025	Advance paid to student : Maxtone JENKIHAU	2050133.1	Self Sponsor	K500.00	0.00	0.00
11	22.08.2025	Advance paid to student : Douglas JOSEPH	2250107.5	Hecas	K500.00	0.00	0.00
12	07.08.2025	Advance paid to student : Adelyn KAWONA	2150122.0	Hecas	K500.00	0.00	0.00
13	14.08.2025	Advance paid to student : Gideon KETEFA	2050112.2	Self Sponsor	K500.00	0.00	0.00
14	07.08.2025	Advance paid to student : Daniella KURANGIK	2250108.2	Hecas	K500.00	0.00	0.00
15	07.08.2025	Advance paid to student : Issack LIP	2250109.9	Hecas	K500.00	1.20	0.00
16	07.08.2025	Advance paid to student : Briten LIRIPI	2050220.9	Hecas	K500.00	0.00	0.00
17	08.08.2025	Advance paid to student : Finely LUCAS	2250111.9	Self Sponsor	K500.00	0.00	0.00
18	14.08.2025	Advance paid to student : Urai MAGELA	2250112.6	Hecas	K500.00	0.00	0.00
19	21.08.2025	Advance paid to student : Lester MANDOKOI	2250113.3	Hecas	K500.00	0.00	0.00
20	18.08.2025	Advance paid to student : Aron MENTAI	1950106.1	Self Sponsor	K500.00	0.00	0.00
21	07.08.2025	Advance paid to student : Shadrick MICKDU	2250136.6	Hecas	K500.00	0.00	0.00
22	08.08.2025	Advance paid to student : Huvi MIKASIMO	2050228.5	Self Sponsor	K500.00	0.90	0.00
23	07.08.2025	Advance paid to student : Maryanne MIRINU	2050229.2	Self Sponsor	K500.00	0.00	0.00
24	07.08.2025	Advance paid to student : Grace MISIEL	2250116.4	AES	K500.00	96.20	0.00
25	07.08.2025	Advance paid to student : Solomon NUHUNGE	2050120.4	Self Sponsor	K400.00	0.00	0.00
26	08.08.2025	Advance paid to student : Bonalizah PENA	2250119.5	Hecas	K500.00	0.00	0.00
27	08.08.2025	Advance paid to student: And SIPA Andy	2150154.2	Hecas	K500.00	0.00	0.00
28	07.08.2025	Advance paid to student: Eddie SIPA Eddie	2250139.7	Hecas	K500.00	0.00	0.00
29	07.08.2025	Advance paid to student: TEN Mona Lisa	2250122.2	Hecas	K500.00	0.00	0.00
30	11.08.2025	Advance paid to student: Desmond THOMAS	2150155.9	Hecas	K500.00	0.00	0.00
31	07.08.2025	Advance paid to student: TIM Damien	2250123.9	Self Sponsor	K500.00	0.00	0.00
32	08.08.2025	Advance paid to student: Georgina TIMOTHY	2250124.6	Self Sponsor	K500.00	0.00	0.00
33	11.08.2025	Advance paid to student: Alison TIRBUAK	2250125.3	Hecas	K500.00	0.00	0.00
34	18.08.2025	Advance paid to student: Samantha TOOM	2250127.7	Hecas	K500.00	0.00	0.00
35	07.08.2025	Advance paid to student: Walter URATA	1950094.6	Self Sponsor	K500.00	0.00	0.00
36	07.08.2025	Advance paid to student: Veisami VEI	2250194.8	Self Sponsor	K500.00	0.00	0.00
37	07.08.2025	Advance paid to student: Samuel WAISI	2250128.4	Hecas	K500.00	7.00	0.00
38	18.08.2025	Advance paid to student: WINGTI Ottomaff	2250130.4	Hecas	K500.00	K0.00	0.00
39	21.08.2025	Advance paid to student: WINSTON Jezreel	2250131.1	Hecas	K500.00	K0.00	8.60
40	07.08.2025	Advance paid to student: WRONDIMI Evonne	2250132.8	Hecas	K500.00	0.00	0.00
41	11.08.2025	Advance paid to student: YALIM Flynn	2250140.0	Hecas	K500.00	0.00	0.00
					K20,400.00	105.30	555.90

No acquittal received

Appendix B: Fund Flow Chart



CERTIFICATION:

I hereby certify that this acquittal report accurately represents the utilization of the K21, 000.00 allocated for BScF 4th Year student projects for Semester 2, 2025.

[Name] Head, School of Forestry, Papua New Guinea University of Technology

Date: _____