

DESCRIPTION	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	TOTAL
COLLECTION	4,736.72	4,698.80	3,982.42	530.00	3,871.00	9,891.80	86,255.14
SALES	22,144.60	2,077.60	5,738.84	212.00	6,680.00	8,547.60	104,568.24
DIRECT COST							
- Salary	36,372.44	36,678.74	27,729.24	24,415.14	23,000.14	33,788.07	407,129.09
- Claim	3,355.98	83.00	1,280.81	251.40	253.76	400.00	18,760.25
- Bonus	0.00	0.00	0.00	0.00	0.00	0.00	0.00
- PCB	1,485.35	1,402.55	1,402.55	228.30	612.65	612.65	13,360.75
- EPF/SOCSO	10,835.70	9,778.20	8,963.70	6,994.30	6,889.30	5,927.00	107,792.20
- Other benefits	1,160.26	637.66	659.46	574.46	520.46	628.46	9,955.46
- Director allowance / commission	3,000.00	3,864.00	0.00	0.00	3,000.00	3,000.00	12,864.00
- Travelling & lodging	0.00	261.18	1,809.91	0.00	4,440.60	1,907.77	13,036.49
- Seminar & Training	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL DIRECT COST	56,209.73	52,705.33	41,845.67	32,463.60	38,716.91	46,263.95	582,898.24
OPERATING COST							
Loan repayment	340.26	340.26	286.20	286.20	286.20	286.20	3,526.62
ROC fee/ commissioner for oath/ stamping/ kuching/petty cash	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Utilities	275.10	359.95	240.15	226.65	253.20	278.60	3,285.00
Petty cash	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GST/Company tax	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Upkeep computer software & hardware	0.00	0.00	0.00	0.00	212.00	0.00	2,924.01
Upkeep motor vehicle & office	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Department outing	0.00	0.00	0.00	0.00	0.00	0.00	780.00
Staff refreshment	0.00	0.00	0.00	25.00	0.00	0.00	25.00
Staff amenities, activities, uniform	260.00	1,100.00	0.00	0.00	700.00	0.00	2,160.00
Stationery, books and printing	1,216.60	37.10	0.00	551.01	0.00	0.00	2,178.51
Copier machine	889.65	495.29	0.00	0.00	245.42	193.77	4,665.29
Vacancy advertisement	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Seminar, training, workshop, membership	0.00	0.00	0.00	414.13	0.00	0.00	414.13
Sps expenses	0.00	0.00	0.00	0.00	0.00	0.00	800.00
Office rental - batu caves	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Rental office & plant	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	55,000.00
Event	0.00	0.00	0.00	0.00	0.00	0.00	6,044.75
TOTAL OPERATING COST	7,981.61	7,332.60	5,526.35	6,502.99	6,696.82	5,758.57	81,803.31
TOTAL DIRECT & OPERATING COST	64,191.34	60,037.93	47,372.02	38,966.59	45,413.73	52,022.52	664,701.55
SHARED COST (INCLUDING KUCHING)							
Remuneration	116,136.54	94,949.26	101,719.69	97,997.96	123,476.17	119,546.58	1,249,387.98
SHARED OPERATING COST							
Hire purchase and loan repayment	19,463.05	26,608.19	16,873.02	16,072.30	47,436.17	22,714.85	258,902.12
Upkeep computer software & hardware	0.00	0.00	2,460.00	0.00	1,688.25	0.00	17,022.72
Upkeep motor vehicle & office	9,979.61	17,005.47	10,072.36	6,487.52	4,839.02	6,333.04	114,168.10
Utilities	7,329.41	7,202.05	6,730.80	6,608.77	6,406.89	6,876.45	76,588.04
Service & company tax	0.00	0.00	1,758.45	0.00	0.00	0.00	1,758.45
STS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Staff refreshment	0.00	0.00	2,261.78	1,698.48	710.00	773.27	16,855.52
Staff amenities, activities, uniform	300.00	900.00	0.00	0.00	0.00	1,245.90	11,219.00
Stationery, books and printing	16,071.09	5,754.80	3,191.80	4,097.26	2,089.91	2,448.60	77,790.81
Copier charges	785.21	395.32	848.57	1,242.56	2,823.06	703.78	10,421.06
Postage & courier	1,183.94	0.00	0.00	2,842.33	586.44	0.00	6,752.96
Vacancy advertisement	7,300.00	2,000.00	16,900.00	16,340.00	1,000.00	3,189.00	57,037.00
Sponsorship, gift & donation	0.00	0.00	0.00	0.00	0.00	0.00	3,390.00
Promotion & marketing	0.00	0.00	0.00	0.00	1,505.20	0.00	2,766.60
Seminar, training, workshop, membership	1,050.00	3,180.00	30,068.78	2,980.39	2,180.00	575.80	55,918.21
Office rental - batu caves	10,000.00	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00	100,000.00
Professional charges	0.00	0.00	2,634.10	2,120.00	5,883.00	0.00	13,592.80
Event -	3,600.00	10,729.00	0.00	0.00	4,240.00	67,912.76	95,593.36
TOTAL SHARED COST	193,198.85	176,724.09	203,519.35	166,487.57	212,864.11	240,320.03	2,169,164.73
PERCENTAGE SHARED	0.12	0.09	0.07	0.07	0.08	0.07	
SHARED COST TO DEPT	23,183.86	15,905.17	14,246.35	11,654.13	17,029.13	16,822.40	222,055.76
OTHER SHARED COST (EXCLUDE KUCHING)							
Office loan	4,555.43	4,377.87	5,159.10	4,976.32	2,240.55	2,240.55	48,418.80
Petty cash	4,520.05	4,215.94	7,104.72	4,560.81	2,356.39	4,224.78	66,568.23
Quit rent & assessment	845.00	5,292.75	450.00	652.00	2,720.40	0.00	15,938.05
TOTAL SHARED COST	9,920.48	13,886.56	12,713.82	10,189.13	7,317.34	6,465.33	130,925.08
PERCENTAGE SHARED	0.12	0.10	0.07	0.08	0.09	0.08	
SHARED COST TO DEPT	1,190.46	1,388.66	889.97	815.13	658.56	517.23	15,947.29
Surplus / Deficit (Collection)	-83,828.94	-72,632.95	-58,525.92	-50,905.85	-59,230.42	-59,470.35	-816,449.47
balance b/f	-431,855.04	-515,683.97	-588,316.93	-646,842.85	-697,748.70	-756,979.12	-816,449.47
balance c/f	-515,683.97	-588,316.93	-646,842.85	-697,748.70	-756,979.12	-816,449.47	
Surplus / Deficit (Sales)	-66,421.06	-75,254.15	-56,769.50	-51,223.85	-56,421.42	-60,814.55	-798,136.37
balance b/f	-431,231.84	-497,652.89	-572,907.05	-629,676.55	-680,900.40	-737,321.82	-798,136.37
balance c/f	-497,652.89	-572,907.05	-629,676.55	-680,900.40	-737,321.82	-798,136.37	