

DESCRIPTION	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	TOTAL
COLLECTION	11,002.80	3,710.00	4,636.00	0.00	0.00	48,876.72
SALES	20,802.50	2,332.00	2,700.00	50.00	8,400.00	70,864.60
DIRECT COST						
- Salary	49,830.22	48,276.58	39,825.96	39,775.96	43,132.23	541,735.49
- Claim	2,798.55	1,897.88	1,400.26	1,472.06	4,236.91	26,419.34
- Bonus	0.00	0.00	0.00	0.00	0.00	0.00
- PCB	1,405.70	1,383.85	1,383.85	1,383.85	1,376.37	16,433.72
- EPF/SOCSO	11,139.70	11,870.60	10,556.50	10,676.50	11,721.90	132,186.80
- Other benefits	998.46	1,062.66	1,001.66	1,193.66	1,039.66	10,621.04
- Director allowance / commission	0.00	0.00	0.00	0.00	0.00	0.00
- Travelling & lodging	3,000.00	150.65	1,700.00	0.00	0.00	5,727.99
- Seminar & Training	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL DIRECT COST	69,172.63	64,642.22	55,868.23	54,502.03	61,507.07	733,124.38
OPERATING COST						
Loan repayment	340.26	524.66	340.26	340.26	340.26	5,630.07
ROC fee/ commissioner for oath/ stamping/ kuching/petty cash	53.00	0.00	0.00	384.80	14.00	451.80
Utilities	435.60	394.85	206.95	351.90	350.15	15,358.17
Petty cash	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
Upkeep computer software & hardware	0.00	1,528.88	0.00	0.00	0.00	4,691.86
Upkeep motor vehicle & office	0.00	0.00	0.00	0.00	0.00	0.00
Department outing	0.00	0.00	860.00	0.00	820.00	3,620.00
Staff amenities, activities, uniform	0.00	0.00	0.00	1,832.80	0.00	4,508.80
Stationery, books and printing	667.80	0.00	519.40	0.00	0.00	4,514.60
Copier machine	839.77	533.50	471.04	496.08	416.42	6,618.26
Vacancy advertisement	0.00	0.00	0.00	0.00	0.00	0.00
Seminar, training, workshop, membership	795.00	0.00	0.00	742.00	0.00	4,823.00
Sps expenses	0.00	0.00	0.00	0.00	0.00	0.00
Office rental - batu caves	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	50,000.00
Professional charges	0.00	0.00	0.00	0.00	20,000.00	20,000.00
Rental office & plant - kl sentral	0.00	0.00	0.00	0.00	0.00	28,808.35
TOTAL OPERATING COST	8,131.43	7,981.89	7,397.65	9,147.84	26,940.83	149,024.91
TOTAL DIRECT & OPERATING COST	77,304.06	72,624.11	63,265.88	63,649.87	88,447.90	882,149.29
SHARED COST (INCLUDING KUCHING AND KL SENTRAL BRANCH)						
Remuneration	106,717.38	117,416.20	109,902.40	122,544.08	122,996.42	1,386,570.04
SHARED OPERATING COST						
Hire purchase and loan repayment	15,380.39	14,021.44	18,466.89	23,576.19	23,519.56	209,311.89
Upkeep computer software & hardware	1,000.00	500.00	884.43	3,596.00	0.00	18,606.32
Upkeep motor vehicle & office	7,581.40	4,893.32	8,573.32	11,723.85	4,950.42	117,971.29
Utilities	5,832.87	10,655.82	8,513.19	6,396.36	8,361.37	92,591.89
Service & company tax	0.00	0.00	0.00	0.00	0.00	0.00
STs	0.00	0.00	0.00	0.00	0.00	0.00
Staff refreshment	962.76	1,499.24	1,260.00	1,934.84	2,000.00	39,224.45
Staff amenities, activities, uniform	700.00	0.00	0.00	932.80	0.00	15,684.80
Stationery, books and printing	8,343.32	3,273.45	4,623.06	4,368.81	9,445.91	84,377.21
Copier charges	827.03	558.73	844.41	904.86	803.74	13,395.32
Postage & courier	730.89	631.42	501.58	165.06	777.98	7,935.89
Vacancy advertisement	0.00	5,500.00	1,000.00	9,474.00	3,000.00	54,140.00
Sponsorship, gift & donation	0.00	0.00	0.00	0.00	0.00	4,500.50
Promotion & marketing	0.00	0.00	0.00	0.00	0.00	604.20
Seminar, training, workshop, membership	1,392.00	0.00	2,345.50	2,836.80	300.00	25,528.00
Office rental - batu caves	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	81,954.93
Professional charges	0.00	816.20	0.00	0.00	816.20	1,632.40
Event - Hari Raya expenses	1,685.00	5,777.14	498.45	12,500.00	0.00	25,943.29
TOTAL SHARED COST	161,153.04	175,542.96	167,413.23	210,953.65	186,971.60	2,179,972.42
PERCENTAGE SHARED	0.17	0.20	0.16	0.11	0.16	
SHARED COST TO DEPT	27,396.02	35,108.59	26,786.12	23,204.90	29,915.46	375,757.29
OTHER SHARED COST (EXCLUDE KUCHING AND KL SENTRAL BRANCH)						
Office loan	5,109.63	5,190.89	4,927.47	4,520.36	5,375.29	58,766.54
Petty cash	6,649.21	5,385.69	6,392.16	6,423.58	8,108.55	89,511.32
Quit rent & assessment	0.00	415.80	722.00	4,970.30	0.00	13,487.50
TOTAL SHARED COST	11,758.84	10,992.38	12,041.63	15,914.24	13,483.84	161,765.36
PERCENTAGE SHARED	0.18	0.21	0.17	0.11	0.18	
SHARED COST TO DEPT	2,116.59	2,308.40	2,047.08	1,750.57	2,427.09	24,706.35
Surplus / Deficit (Collection)	-95,813.87	-106,331.10	-87,463.07	-88,605.34	-120,790.45	-1,233,736.21
balance b/f	-724,968.95	-820,782.82	-927,113.92	-1,014,577.00	-1,103,182.33	-1,223,972.78
balance c/f	-820,782.82	-927,113.92	-1,014,577.00	-1,103,182.33	-1,223,972.78	
Surplus / Deficit (Sales)	-86,014.17	-107,709.10	-89,399.07	-88,555.34	-112,390.45	-1,211,748.33
balance b/f	-717,916.77	-803,930.94	-911,640.04	-1,001,039.12	-1,089,594.45	-1,201,984.90
balance c/f	-803,930.94	-911,640.04	-1,001,039.12	-1,089,594.45	-1,201,984.90	