

DESCRIPTION	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	TOTAL
COLLECTION	34,084.40						34,084.40
SALES	26,829.20						26,829.20
DIRECT COST							
- Salary	43,870.69						43,870.69
- Claim	7,808.43						7,808.43
- Bonus	0.00						0.00
- PCB	1,383.85						1,383.85
- EPF/SOCSO	11,525.50						11,525.50
- Other benefits	983.66						983.66
- Director allowance / commission	0.00						0.00
- Travelling & lodging	0.00						0.00
- Seminar & Training	0.00						0.00
TOTAL DIRECT COST	65,572.13	0.00	0.00	0.00	0.00	0.00	65,572.13
OPERATING COST							
Loan repayment	340.26						340.26
ROC fee/ commissioner for oath/ stamping/ kuching/petty cash	0.00						0.00
Utilities	306.45						306.45
Petty cash	0.00						0.00
GST/Company tax	0.00						0.00
Upkeep computer software & hardware	2,712.01						2,712.01
Upkeep motor vehicle & office	0.00						0.00
Department outing	0.00						0.00
Staff amenities, activities, uniform	0.00						0.00
Stationery, books and printing	0.00						0.00
Copier machine	493.10						493.10
Vacancy advertisement	0.00						0.00
Seminar, training, workshop, membership	0.00						0.00
Sps expenses	0.00						0.00
Office rental - batu caves	0.00						0.00
Rental office & plant	5,000.00						5,000.00
Event	1,481.67						1,481.67
TOTAL OPERATING COST	10,333.49	0.00	0.00	0.00	0.00	0.00	10,333.49
TOTAL DIRECT & OPERATING COST	75,905.62	0.00	0.00	0.00	0.00	0.00	75,905.62
SHARED COST (INCLUDING KUCHING AND KL SENTRAL BRANCH)							
Remuneration	129,296.59						129,296.59
SHARED OPERATING COST							
Hire purchase and loan repayment	12,506.98						12,506.98
Upkeep computer software & hardware	6,996.33						6,996.33
Upkeep motor vehicle & office	5,990.52						5,990.52
Utilities	6,652.46						6,652.46
Service & company tax	0.00						0.00
STS	0.00						0.00
Staff refreshment	1,423.87						1,423.87
Staff amenities, activities, uniform	1,600.00						1,600.00
Stationery, books and printing	9,731.30						9,731.30
Copier charges	617.43						617.43
Postage & courier	596.74						596.74
Vacancy advertisement	500.00						500.00
Sponsorship, gift & donation	740.00						740.00
Promotion & marketing	0.00						0.00
Seminar, training, workshop, membership	9,430.89						9,430.89
Office rental - batu caves	10,000.00						10,000.00
Professional charges	408.10						408.10
Event - Hari Raya expenses	2,592.92						2,592.92
TOTAL SHARED COST	199,084.13	0.00	0.00	0.00	0.00	0.00	199,084.13
PERCENTAGE SHARED	0.12	0.00	0.00	0.00	0.00	0.00	
SHARED COST TO DEPT	24,547.07	0.00	0.00	0.00	0.00	0.00	24,547.07
OTHER SHARED COST (EXCLUDE KUCHING AND KL SENTRAL BRANCH)							
Office loan	5,723.59						5,723.59
Petty cash	9,325.10						9,325.10
Quit rent & assessment	5,145.50						5,145.50
TOTAL SHARED COST	20,194.19	0.00	0.00	0.00	0.00	0.00	20,194.19
PERCENTAGE SHARED	0.18	0.00	0.17	0.19	0.18	0.19	
SHARED COST TO DEPT	3,685.44	0.00	0.00	0.00	0.00	0.00	3,685.44
Surplus / Deficit (Collection)	-70,053.73	0.00	0.00	0.00	0.00	0.00	-70,053.73
balance b/f	-70,053.73	-70,053.73	-70,053.73	-70,053.73	-70,053.73	-70,053.73	-70,053.73
balance c/f	-70,053.73	-70,053.73	-70,053.73	-70,053.73	-70,053.73	-70,053.73	
Surplus / Deficit (Sales)	-77,308.93	0.00	0.00	0.00	0.00	0.00	-77,308.93
balance b/f	-77,308.93	-77,308.93	-77,308.93	-77,308.93	-77,308.93	-77,308.93	-77,308.93
balance c/f	-77,308.93	-77,308.93	-77,308.93	-77,308.93	-77,308.93	-77,308.93	