



Reference No.: \_\_\_\_\_

## FINANCIAL REPORT FORM

Name of the Programme :

Organiser :

Date of Programme :

Venue :

Total Budget Approved :

Sponsor :

Advancement Received : RM

Cheque No.:

Reimbursement /  
Refund Requested : RM

**Prepared by:**  
**(Treasurer Programme)**

**Certified by:**

**Approved by:**

.....  
Name :  
Date :  
Contact No.:

.....  
Officer In-Charge/Head of Department  
Deputy Dean/Principal  
Date/Stamp:

.....  
Finance (Student Unit)  
Office of the Campus Director  
Date/Stamp:

### **NOTES:**

- Please attach the following documents:
  - 1.1 Copy of Approval Letter.
  - 1.2 Copy of PPF and Proposal with signature.
  - 1.3 Compilation of all receipts pasted on the A4 paper according to relevant categories.
- Officer in-charge to certify all receipts and list of expenditure without receipts.
- For partial reimbursement, please state the amount received earlier.

## FINANCIAL STATEMENT

Approved Budget: RM \_\_\_\_\_

NO.	PARTICULAR	AMOUNT (RM)	TOTAL (RM)
<b>A</b>	<b>INCOME</b>		
	Advancement received		
	Sponsor		
	Other payments received		
	<b>(A) TOTAL INCOME</b>		
<b>B</b>	<b>EXPENDITURE</b>		
	<b>(B) TOTAL EXPENDITURE</b>		
	<b>BUDGET BALANCE (A-B) (RM)</b>		

**IMPORTANT: \*Expenditure should not more than Approved Budget in Proposal.**