

**FINANCIAL REPORT FOR PROGRAMME**

**K/C/D/I/O/M**  : **KULLIYYAH OF SUSTAINABLE TOURISM AND**

**CONTEMPORARY LANGUAGES**

Name of Programme :

Organizer :

Date :

1. Total Income (RM) : RM
2. Total Expenditure (RM) : RM

Surplus/ (Deficit) (RM) (A-B) :

|  |  |  |
| --- | --- | --- |
| **Prepared by:** | **Verified by:** | **Approved by:** |
|  |  |  |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **(Officer In-Charge/**  **Programme Manager)** | **(Officer In-Charge)** | **(Dean/Director)** |
| **Name:** | Name: | Name: |
| **Date:** | Date: | Date: |

**Notes:**

**Please attach the following documents:**

1. **Approval Letter**
2. **Financial statement consists of income and expenditure (please fill in as per attach)**
3. **Compilation of all official receipts on the A4 paper according to category as reported above**
4. **All receipts must be certified by the Authorized Administrative Officer**
5. **The validity of claim is within 3 months from the date of event/ program. Late submission will not be entertained**

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| ***For Finance Use:***    APPROVED NOT APPROVED  \*Remarks:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**FINANCIAL STATEMENT**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **NO** | **PARTICULAR** | **APPROVED**  **BUDGET**  **(RM)**  **(a)** | **ACTUAL**  **(RM)**  **(b)** | **VARIANCE**  **(RM)**  **(a – b)** | **APPENDIX** |
| **A** | **INCOME** |  |  |  |  |
| 1 | APPROVED BUDGET BY K/C/D/I/O/M FROM OPERATING OR TRUST BUDGET |  |  |  |  |
| 2 | FEE COLLECTION |  |  |  |  |
| 3 | SPONSORSHIP |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  | **(A) TOTAL INCOME** |  |  |  |  |
|  |  |  |  |  |  |
| **B** | **EXPENDITURE** |  |  |  |  |
| 1 | RENTAL OF VENUE |  |  |  |  |
| 2 | HONORARIUM FOR SPEAKER |  |  |  |  |
| 3 | REFRESHMENT |  |  |  |  |
| 4 | PRINTING |  |  |  |  |
| 5 | STATIONERY AND SUPPLIES |  |  |  |  |
| 6 | TRAVELING EXPENSES |  |  |  |  |
| 7 | STAFF OVERTIME |  |  |  |  |
|  |  |  |  |  |  |
|  | **(B) TOTAL EXPENDITURE** |  |  |  |  |
|  |  |  |  |  |  |
|  | **SURPLUS/ (DEFICIT) (A-B)** |  |  |  |  |

**IMPORTANT**:

* + - 1. Total expenditure should not exceed the approved budget in the proposal.
      2. For any variance please provide justification.

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| Prepared by: |  | Certified by: |
| ----------------------------------------------------- |  | ----------------------------------------------------- |
| (Officer In-Charge/ Programme Manager) |  | (Authorized Administrative Officer) |
| Name: |  | Name: |
| Date: |  | Date: |