



**FINANCIAL REPORT FORM
(ACADEMIC PROGRAMME)**

**K/C/D/I/O : KULLIYAH OF SUSTAINABLE TOURISM AND CONTEMPORARY LANGUAGES
(PAGOH CAMPUS)**

Name of Programme :
Organizer :
Date :
(A) Total Income (RM) : RM 0.00
(B) Total Expenditure (RM) : RM 0.00
Balance (RM) (A-B) : RM 0.00

Prepared by:

Verified by:

Approved by:

(Secretary / Programme
Manager)

(Advisor)

(Chairman, APAC)

Name:

Date:

Name:

Date:

Name:

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 Authorized Administrative Officer
5. The validity of claim is within 3 months from the date of event/ programme. Late submission will not be entertained

For Finance Use:

APPROVED

☐

NOT APPROVED

☐

* Remarks:

FINANCIAL STATEMENTApproved Proposed Budget: RM **600.00**

NO	PARTICULAR	AMOUNT(RM)	TOTAL(RM)	APPENDIX
A	INCOME			
1	APPROVED BUDGET BY K/C/D/I/O (SAT/CAT/SMT)	200.00		
2	Ex: Fees Collection 20 x RM 20	400.00		
	(A) TOTAL INCOME		600.00	
B	EXPENDITURE			
1	Ex: Food (Please delete if not in use)	200.00		1
2	Ex: Groceries (Please delete if not n use)	400.00		2
	*Please delete this row if not in use			
	*Please delete this row if not in use			
	*Please delete this row if not in use			
	*Please delete this row if not in use			
	*Please delete this row if not in use			
	*Please delete this row if not in use			
	(B) TOTAL EXPENDITURE		600	
	BUDGET BALANCE (A-B) (RM)		0.00	

IMPORTANT: * Total expenditure should not more than approved proposed budget in proposal.

Prepared by:

Certified by:

(Secretary / Programme Manager)_____
(Chairman, APAC)

Name:

Name:

Date:

Date