

	BUDGET 2013												Total
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
INFLOWS													
Grant Received		875,000			875,000			875,000			875,000		3,500,000
TOTAL INFLOWS	-	875,000	-	-	875,000	-	-	875,000	-	-	875,000	-	3,500,000
OUTFLOWS													
EMPLOYMENT EXPENSES													
Staff Salaries	136,050	179,188	180,188	180,368	180,368	180,368	183,821	183,922	184,336	187,185	187,485	187,780	2,151,059
CEO Allowances	25,000												25,000
STAFF CONTRIBUTION													
EPF	14,437	20,044	20,044	20,068	20,068	20,068	20,517	20,530	20,584	20,954	20,993	21,031	230,338
Insurance	30,000						30,000						60,000
STAFF CLAIM													
Overtimes	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	12,000
Passport/Driving Licence	2,500												2,500
Bonus								2,344,615					2,344,615
A. EMPLOYMENT EXPENSES	208,987	200,232	201,233	201,436	201,436	201,436	235,338	2,550,067	205,920	209,139	209,478	209,812	4,834,512
UTILITIES													
Postage&Courier	150	150	150	150	150	150	150	150	150	150	150	150	1,800
Telephone Bill	1,600	1,600	1,600	1,600	1,600	1,600	1,600	1,600	1,600	1,600	1,600	1,600	19,200
Celcom Bill - Staff	1,314	1,364	1,364	1,364	1,364	1,364	1,364	1,364	1,364	1,364	1,364	1,364	16,318
Celcom Bill - CEO	500	500	500	500	500	500	500	500	500	500	500	500	6,000
Internet Bill	432	432	432	432	432	432	432	432	432	432	432	432	5,184
Electricity/Water Charges	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	24,000
Other Utilities-Astro/Broadband	210	210	210	210	210	210	210	210	210	210	210	210	2,520
Petrol Card(Petronas)	700	700	700	700	700	700	700	700	700	700	700	700	8,400
RENTAL													
Rental-Office	8,000	8,000	8,000	8,000	8,000	8,000	8,000	8,000	8,000	8,000	8,000	8,000	96,000
Rental-Meeting Room/Seminar Room	150	150	150	150	150	150	150	150	150	150	150	150	1,800
Rental-Others	100												1,000
Rental-Photocopy	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200	14,400
B. RENTAL & UTILITIES	16,356	16,306	16,406	16,306	16,406	16,306	16,406	16,306	16,406	16,306	16,406	16,306	196,232
TRAVELLING EXPENSES													
Meal Allowance	1,303	1,303	1,303	1,303	1,303	1,303	1,303	1,303	1,303	1,303	1,303	1,303	15,630
Accommodation(Hotel & Lodging)	4,920	4,920	4,920	4,920	4,920	4,920	4,920	4,920	4,920	4,920	4,920	4,920	59,040
Travelling-Mileage/Bus/Taxi	1,098	1,098	1,098	1,098	1,098	1,098	1,098	1,098	1,098	1,098	1,098	1,098	13,171
Public Transportation,Air Fares-Local	1,100	1,100	1,100	1,100	1,100	1,100	1,100	1,100	1,100	1,100	1,100	1,100	13,200
Petrol,Tol & Parking	470	470	470	470	470	470	470	470	470	470	470	470	5,640
Others													-
TRAVELLING EXPENSES-OVERSEA													
Meal Allowance						450							900
Accommodation (Hotel & Lodging)						1,500							3,000
Mileage/Bus/Taxi													-
Public Transportation,Air Fares-Oversea						10,000							20,000
Passport/Others						500							1,000
C. TRAVELLING & ACCOMMODATION	8,890	8,890	8,890	8,890	8,890	21,340	8,890	8,890	8,890	8,890	8,890	21,340	131,581
ENTERTAINMENT AND HONORARIUM													
Travelling,Accommodation & Meal-Guess	350	350	350	350	350	350	350	350	350	350	350	350	4,200
Gift/Souvenir/Hampers/Consolation	500	500	500	500	500	500	500	500	500	500	500	500	6,000
Food & Beverage	300	300	300	300	300	300	300	300	300	300	300	300	3,600
Sponsor/Donation			3,000			3,000			3,000			3,000	12,000
EVENTS,PROGRAM & ADVERTISEMENT													
Advertisement						3,500						3,500	7,000
Jamuan Raya IDR 2012							6,000						6,000
Hari Keputeraan Sultan Perak				9,500									9,500
STRATEGIC COMMUNICATION													
Corporate Gift												20,000	20,000
Editor/CEO Launcheon			5,000			5,000	5,000			5,000			20,000
Media	10,000			10,000				10,000			10,000		40,000
Monthly Dinner	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	12,000
PR Fees	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	24,000
Web Site	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	18,000
D. EVENTS & ENTERTAINMENT	15,650	5,650	13,650	25,150	5,650	17,150	10,650	21,650	8,650	10,650	15,650	32,150	182,300
PROFESSIONAL AND OTHERS SERVICES													
Audit Fees							5,000						5,000
Legal Fees			7,500			7,500			7,500			7,500	30,000
Consultancy Services, Fellow	1,300	1,300	1,300	1,300	1,300	1,300	1,300	1,300	1,300	1,300	1,300	1,300	15,600
Secretarial Fees			300			300			300			300	1,200
Staff Training	6,375	6,375	6,375	6,375	6,375	6,375	6,375	6,375	6,375	6,375	6,375	6,375	76,500
Medical Expenses	700	700	700	700	700	700	700	700	700	700	700	700	8,400
Training & Lodging	550	550	550	550	550	550	550	550	550	550	550	550	6,600
Cleaning Services	1,280	1,280	1,280	1,280	1,280	1,280	1,280	1,280	1,280	1,280	1,280	1,280	15,360
Building Insurance	2,000												2,000
Penalty	300												300
Bank Charges, Processing Fees	386	386	386	386	386	386	386	386	386	386	386	386	4,628
Subscription & Periodical-Media Monitors													1,000
Other Services	500	500	500	500	500	500	500	500	500	500	500	500	6,000
E. PROFESSIONAL SERVICES	13,391	11,091	18,891	11,091	11,091	18,891	16,091	11,091	18,891	11,091	11,091	18,891	171,588
OFFICE SUPPLIES													
Petty Cash	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	12,000
Book/Magazine/Newspaper	400	400	400	400	400	400	400	400	400	400	400	400	4,800
Stationery/A4 Paper/A3 Paper	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	12,000
Toner/Disket	500		500			500			500			500	3,000
Others	200	200	200	200	200	200	200	200	200	200	200	200	2,400
Bekalan Am						500						500	1,000
STAFF UNIFORMS													
Shirt/Pants	4,500												4,500
ID Card	1,500												1,500
Tie/Shoes/Watches/Belt													-
MAINTENANCE													
Upkeep-Office/Building	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	18,000
Upkeep-Car/Van/Motorcycle	850	850	850	850	850	850	850	850	850	850	850	850	10,200
Upkeep of Furniture&Fittings	100		100			100			100			100	600
Upkeep-IT Equipment & Others	800	800	800	800	800	800	800	800	800	800	800	800	9,600
Upkeep-System						300						300	600
Upkeep-Aircond						2,340						2,340	4,680
Upkeep-Others	100				100					100		100	400
PRINTING													
Material-Seminar&Training	2,500												2,500
Letterhead/Name Card/Others			3,000				3,000				3,000		9,000
Photocopy	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	30,000
G. OTHER EXPENSES	17,450	8,250	11,850	8,250	8,950	11,350	11,850	8,250	8,950	8,250	11,850	11,450	126,780
BUILDING AND BUILDING MAINTENANCE													
Renovation													-
FIXED ASSETS													
Furniture&Fitting													-
IT Equipment													-
Office Equipment													-
Exhibition Tools	10,000												10,000
H. ADVANCED													