



Office of the Secretary of the University
and of the Board of Regents

USE OF INCOME

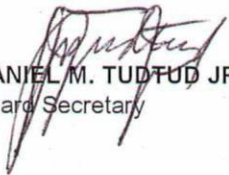
Board Resolution No. 73, s. 2004

Approving the Use of Income from the Main campus, as presented.

PARTICULARS	AMOUNT	REMARKS
MAIN CAMPUS <i>For the Period June to September 2004</i>		
A. TUITION FEES AND OTHER SCHOOL FEES <u>Instruction Use/Augmentation</u>		
Personal Services	291,112	The amount shall be used to cover the additional funding requirements for labor and to cover the full payment of CY 2004 cash gift and bonus and other additional funding requirements under P.S. Expenditure services.
Maintenance and Other Operating Expenses	6,017,691	The amount herein proposed shall be used to augment our MOOE deficiencies especially the communication & electricity expenses and maintenance of the facilities of the university. It shall also be used to cover the funding requirements for Teachers/Student/Welfare Fund and student labor.
Capital/Equipment Outlay	1,208,879	The amount requested shall be used for the repair of the Cebu Office building, purchase of IT equipment, one (1) unit digital camera and other equipment needed in Instruction Services.
Total for Instruction Use/Augmentation	7,517,682	
B. INCOME FROM BUSINESS OPERATIONS and OTHER SERVICES		
Personal Services	407,804	The amount shall be used to payment for the services rendered by personnel and students directly involved in the operations, and payment of honoraria of reviewers and dormitory proctors.
Maintenance and Other Operating Expenses	4,083,350	The amount shall be used to cover the operating requirements of the projects which include the electric and communication expenses and other requirements of the different servicing units of the university.
Capital Equipment Outlay	831,031	This shall take charge for the repairs and maintenance of buildings, facilities and structures used in the operation of the projects.
Total for Business Operations/Services	5,322,185	
GRAND TOTAL	12,839,867.00	

Board Action: APPROVED
Date: 27-Oct-04
Attachment: N

Certified True and Correct:


DANIEL M. TUDTUD JR.
Board Secretary

cc: FMO

Budget Office

Accounting Office

1216 N
- 12/16/04

649 Student popln/campus *Item "121"*

LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte

RECAPITULATION OF BUDGET PROPOSALS

Utilization of Income (COA Circular No. 2002-02)

** rules apply to all
* if funds are available*

Particulars	LSU - Main Campus	Isabel Campus	Villaba Campus	Alang-alang Campus	Tolosa Campus	Total
I. SOURCES OF INCOME						
Tuitions and Other Fees	5,358,884.98	1,103,544.36	37,000.00	824,812.25	165,731.40	7,489,972.99
Income for Other Services	761,472.25					761,472.25
Income from Business Operations	3,206,431.80					3,206,431.80
Other Income	1,396,785.42	84,091.72	104,000.00	51,601.37		1,636,478.51
TOTAL ACTUAL DEPOSITS	10,723,574.45	1,187,636.08	141,000.00	876,413.62	165,731.40	13,094,355.55
Unutilized certified income (Feb-April as approved)	2,502,602.16					2,502,602.16
TOTAL ACTUAL BALANCES	13,226,176.61	1,187,636.08	141,000.00	876,413.62	165,731.40	15,596,957.71
II. PROJECTED EXPENSES						
A. TUITION AND OTHER FEES						
Instruction Use/Augmentation						
Personal Services	291,112.18			16,000.00	10,000.00	317,112.18
Maintenance & Other Operating Expenses	6,017,690.96	847,636.08	134,000.00	548,241.93	110,731.40	7,658,300.37
Capital/Equipment Outlay	1,208,878.93	340,000.00	7,000.00	225,000.00	45,000.00	1,825,878.93
Sub-total	7,517,682.07	1,187,636.08	141,000.00	789,241.93	165,731.40	9,801,291.48
B. INCOME FROM BUSINESS OPERATIONS AND OTHER SERVICES						
Personal Services	407,804.07					407,804.07
Maintenance & Other Operating Expenses	4,083,349.55					4,083,349.55
Capital/Equipment Outlay	831,030.86					831,030.86
Sub-total	5,322,184.48					5,322,184.48
TOTAL PROJECTED EXPENSES	12,839,866.55	1,187,636.08	141,000.00	789,241.93	165,731.40	15,123,475.96

Certified Correct:

Concurred by:

VP Bontuyan
VELMA P. BONTUYAN
Budget Officer III

Paciencia P. Milan
PACIENCIA P. MILAN
President

LEYTE STATE UNIVERSITY

*Main Campus
Visca, Baybay, Leyte*

PROPOSED BUDGETARY BREAKDOWN**USE OF INCOME**


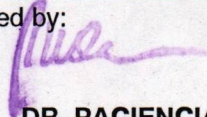
For the Period June - September 2004

Particulars	Amount	Remarks
A. TUITION FEES AND OTHER SCHOOL FEES		
<u>Instruction Use/Augmentation</u>		
Personal Services	291,112.00	The amount shall be used to cover the additional funding requirements for labor and to cover the full payment of CY 2004 cash gift and bonus and other additional funding requirements under PS Expenditure services.
Maintenance and Other Operating Expenses	6,017,691.00	The amount herein proposed shall be used to augment our MOOE deficiencies especially the communication & electricity expenses and maintenance of the facilities of the university. It shall also be used to cover the funding requirements for Teachers/Student Welfare Fund and student labor.
Capital/Equipment Outlay	1,208,879.00	The amount requested shall be used for the repair of the Cebu Office Building, purchase of IT equipments, one (1) unit digital camera and other equipments needed in Instruction Services.
Total for Instruction/Augmentation	7,517,682.00	
B. Income from Business Operations and Other Services		
Personal Services	407,804.00	The amount shall be used to payment for the services rendered by personnel and students directly involved in the operations and payment of honoraria of reviewers and dormitory proctors.

PROPOSED BUDGETARY BREAKDOWN

USE OF INCOME

For the Period June - September 2004

Particulars	Amount	Remarks
Maintenance and Other Operating Expenses	4,083,350.00	The amount shall be used to cover the operating requirements of the projects which include the electric and communication expenses and other requirements of the different servicing units of the university. This shall take charge for the repairs and maintenance of buildings, facilities and structures used in the operation of the projects.
Capital/Equipment Outlay	831,031.00	
Total for Business Operations/Services	5,322,185.00	
Grand Total	12,839,867.00	
Certified Correct:		Concurred by:
 VELMA P. BONTUYAN Budget Officer III		 DR. PACIENCIA P. MILAN President

LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte

ACCOUNTING OFFICE

CERTIFICATION

This is to certify that the amount of **TEN MILLION SEVEN HUNDRED THIRTY ONE THOUSAND SIX HUNDRED FIFTY ONE PESOS & 45/100 (P 10,731,651.45)** was deposited to LBP Checking Account No. 0952-1117-44 representing Income (Special Trust Fund) of the Leyte State University for the period June 1 to September 30, 2004.

This certification is being issued on this 7th day of October 2004 as a requirement for the Board of Regents' approval on the utilization of University Income as of September 30, 2004.


ROBERTA C. LEMOS
Accountant IV

LEYTE STATE UNIVERSITY

Main Campus

Visca, Baybay, Leyte

CY 2004

COMPUTATION OF PROPOSED SPECIAL BUDGET FOR USE OF INCOME

Allotment Class	Acct Code	Account Title	Total Obligations Jan-Sept	Prev. Approved Requests	Deficiency	This Request	Total Instruction Share	Univ. Share	Sub-total	Busn. Operations	Grand Total
Personal Services	703	Salaries and Wages-Part-time/SA	18,669.42	5,000.00	13,669.42	20,000.00	18,669.42		18,669.42	1,330.58	20,000.00
	705	Salaries and Wages-Casual	156,923.42	70,875.00	86,048.42	150,000.00	-	5,288.22	5,288.22	144,711.78	150,000.00
	706	Salaries and Wages-Contractual	-	10,000.00	(10,000.00)		-		-		-
	707	Salaries & Wages-EL	-	1,000.00	(1,000.00)	5,000.00	-		-	5,000.00	5,000.00
	711	PERA	908.80		908.80	1,500.00			-	1,500.00	1,500.00
	712	ADCOM	908.80		908.80	1,500.00			-	1,500.00	1,500.00
	715	Clothing/Uniform allowance	2,000.00	2,000.00	-	2,000.00	-	2,000.00	2,000.00		2,000.00
	715C	Clothing/Uniform allowance	12,000.00	12,000.00	-	12,000.00	-		-	12,000.00	12,000.00
	717	Productivity Incentive Allowance	2,000.00	2,000.00	-	2,000.00	-		-	2,000.00	2,000.00
	720	Honoraria	445,960.00	225,000.00	220,960.00	375,000.00	144,562.00	86,448.00	231,010.00	143,990.00	375,000.00
	723	Overtime and Night Pay	48,550.88	2,000.00	46,550.88	75,000.00	5,000.00	25,000.00	30,000.00	45,000.00	75,000.00
	731	RLIP	1,721.88	1,000.00	721.88	1,000.00	-		-	1,000.00	1,000.00
	731C	RLIP-Casual	9,196.84	7,950.00	1,246.84	2,500.00	-	498.60	498.60	2,001.40	2,500.00
	732	PAG-IBIG Contributions	200.00	100.00	100.00	1,000.00	-		-	1,000.00	1,000.00
	732C	PAG-IBIG Contributions-Casual	1,600.00	1,500.00	100.00	1,000.00	-	100.00	100.00	900.00	1,000.00
	733	PHILHEALTH Contributions	137.50	381.00	(243.50)	500.00	-		-	500.00	500.00
	733C	PHILHEALTH Contributions	1,106.25	500.00	606.25	1,106.25	-	62.50	62.50	1,043.75	1,106.25
	734	ECC Contributions	60.00	100.00	(40.00)	60.00	-		-	60.00	60.00
	734C	ECC Contributions	480.00	650.00	(170.00)	480.00	-	30.00	30.00	450.00	480.00
	711C	PERA-Casual	12,632.48	9,000.00	3,632.48	12,635.00	1,249.60	477.12	1,726.72	10,908.28	12,635.00
	712C	ADCOM-Casual	12,632.48	9,000.00	3,632.48	12,635.00	1,249.60	477.12	1,726.72	10,908.28	12,635.00
	724C	Cash Gift	9,311.06	10,000.00	(688.94)	8,000.00	-		-	8,000.00	8,000.00
	725C	Year End Bonus	7,500.00	10,000.00	(2,500.00)	5,000.00	-		-	5,000.00	5,000.00
	749c	Other Personnel Benefits	9,000.00		9,000.00	9,000.00			-	9,000.00	9,000.00
Total Personal Services			753,499.81	380,056.00	373,443.81	698,916.25	170,730.62	120,381.56	291,112.18	407,804.07	698,916.25

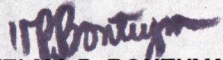
Allotment Class	Acct Code	Account Title	Total Obligations Jan-Sept	Prev. Approved Requests	Deficiency	This Request	Total Instruction Share	Univ. Share	Sub-total	Busn. Operations	Grand Total
Maintenance & Other Operating Expenses											
	104	Petty Cash Fund	4,000.00	2,000.00	2,000.00	2,000.00	2,000.00		2,000.00		2,000.00
	123	Due from Officer and Employees	66,500.00	66,500.00	-	-			-		-
	155	Office Supplies Inventory	562.00		562.00	562.00		562.00	562.00		562.00
	160	Medical, Dental and Lab. Supplies	9,355.00	6,811.00	2,544.00	6,811.00	6,811.00		6,811.00		6,811.00
	162	Agricultural Supplies Invty.	1,980.00		1,980.00	2,640.00			-	2,640.00	2,640.00
	165	Other Supplies Invty	6,941.00		6,941.00	9,250.00			-	9,250.00	9,250.00
	202	Land Improvements	13,683.00	15,000.00	(1,317.00)	15,000.00			-	15,000.00	15,000.00
	211	Office Buildings	5,469.00	5,469.00	-	10,000.00			-	10,000.00	10,000.00
	215	Other Structures	41,544.90	45,470.00	(3,925.10)	41,600.00	4,950.00	12,000.00	16,950.00	24,650.00	41,600.00
	220	Other Leasehold Improvements	6,500.00		6,500.00	6,500.00		6,500.00	6,500.00		6,500.00
	221	Office Equipment	153,718.50	68,068.00	85,650.50	100,000.00	22,381.50	20,522.50	42,904.00	57,096.00	100,000.00
	222	Furniture and Fixtures	543,395.75	285,513.00	257,882.75	260,000.00	115,484.75	133,059.50	248,544.25	11,455.75	260,000.00
	223	IT Equipment and Software	312,280.75	153,594.00	158,686.75	160,000.00	54,906.25	71,706.25	126,612.50	33,387.50	160,000.00
	226	Machineries	34,344.00		34,344.00	34,344.00	34,344.00		34,344.00		34,344.00
	229	Communication Equipment	3,400.00	8,980.00	(5,580.00)	34,000.00			-	34,000.00	34,000.00
	230	Construction & Heavy Equipment	17,890.00		17,890.00	25,000.00	-	25,000.00	25,000.00		25,000.00
	231	Firefighting Eqpt't & Accessory	15,120.00		15,120.00	20,000.00			-	20,000.00	20,000.00
	233	Medical, Dental and Laboratory E	-	56,411.00	(56,411.00)	-	-		-		-
	235	Sports Equipment	32,727.00	5,500.00	27,227.00	30,000.00	30,000.00		30,000.00		30,000.00
	236	Technical and Scientific Equipme	4,950.00	4,950.00	-	25,000.00	20,050.00	4,950.00	25,000.00		25,000.00
	240	Other Machineries and Equipment	6,000.00	2,000.00	4,000.00	10,000.00	-		-	10,000.00	10,000.00
	250	Other Property, Plant & Eqpt.	35,000.00		35,000.00	50,000.00	35,000.00	15,000.00	50,000.00		50,000.00
	751	Traveling Expenses-Local	344,145.36	247,060.00	97,085.36	100,000.00	35,000.00	25,000.00	60,000.00	40,000.00	100,000.00
	751-123	Traveling Expenses-Cash Advanc	33,560.00		33,560.00	35,000.00	13,180.00	11,936.00	25,116.00	9,884.00	35,000.00

Allotment Class	Acct Code	Account Title	Total Obligations Jan-Sept	Prev. Approved Requests	Deficiency	This Request	Total Instruction Share	Univ. Share	Sub-total	Busn. Operations	Grand Total
	753	Training Expenses	66,050.00	43,990.00	22,060.00	25,000.00		11,500.00	11,500.00	13,500.00	25,000.00
	754	Scholarship Expenses	213,944.50	212,438.00	1,506.50	72,822.00	72,822.00		72,822.00		72,822.00
	755	Office Supplies Expenses	833,287.69	404,506.00	428,781.69	430,000.00	114,250.00	150,253.00	264,503.00	165,497.00	430,000.00
	757	Animal/Zoological Supplies Expen	243,895.20	75,000.00	168,895.20	225,000.00	50,000.00		50,000.00	175,000.00	225,000.00
	758	Food Supplies Expenses	486,762.89	310,000.00	176,762.89	180,000.00		62,009.05	62,009.05	117,990.95	180,000.00
	759	Drugs & Medicines Expenses	36,230.00		36,230.00	40,000.00			-	40,000.00	40,000.00
	760	Medical, Dental and Lab Supplies	356,762.95	134,130.00	222,632.95	275,000.00	147,829.50	2,170.50	150,000.00	125,000.00	275,000.00
	761	Gasoline, Oil and Lubricants Expe	1,204,113.52	435,000.00	769,113.52	825,000.00	2,301.03	152,006.38	154,307.41	670,692.59	825,000.00
	762	Agricultural Supplies Expenses	81,173.25	22,627.00	58,546.25	85,604.00	37,366.00		37,366.00	48,238.00	85,604.00
	763	Textbooks and Instructional Mater	33,010.00	61,975.00	(28,965.00)	-	-	-	-	-	-
	765	Other Supplies Expenses	165,702.42	120,527.00	45,175.42	65,000.00	15,000.00	17,008.50	32,008.50	32,991.50	65,000.00
	766	Water Expenses	4,542.11	605.00	3,937.11	4,542.00	-	4,297.32	4,297.32	244.68	4,542.00
	767	Electricity Expenses	5,013,120.81	2,375,000.00	2,638,120.81	3,000,000.00	950,000.00	1,250,000.00	2,200,000.00	800,000.00	3,000,000.00
	771	Postage and Deliveries	22,196.75	22,720.00	(523.25)	15,000.00	-	13,190.00	13,190.00	1,810.00	15,000.00
	772	Telephone Expenses-Landline	345,193.05	199,532.00	145,661.05	52,107.76	29,400.26	(24,345.26)	5,055.00	47,052.76	52,107.76
	773	Telephone Expenses-Mobile	5,442.99	12,394.00	(6,951.01)	5,445.00	-	5,445.00	5,445.00		5,445.00
	774	Internet Expenses	222,319.76	6,067.00	216,252.76	250,000.00	-	2,128.91	2,128.91	247,871.09	250,000.00
	775	Cable, Satellite, Telegraph and Rad	108,860.00	20,000.00	88,860.00	100,000.00	-	100,000.00	100,000.00		100,000.00
	778	Membership Dues and Contributio	23,000.00	21,000.00	2,000.00	3,000.00	-	3,000.00	3,000.00		3,000.00
	780	Advertising Expenses	54,582.00	6,056.00	48,526.00	66,720.00	-	54,582.00	54,582.00	12,138.00	66,720.00
	781	Printing and Binding Expenses	352,617.75	102,732.00	249,885.75	300,000.00	65,538.50	163,827.25	229,365.75	70,634.25	300,000.00
	782	Rent Expenses	20,225.00	10,500.00	9,725.00	16,467.00	275.00		275.00	16,192.00	16,467.00
	783	Representation Expenses	12,140.00	17,035.00	(4,895.00)	17,000.00	-	17,000.00	17,000.00		17,000.00
	786	Subscription Expenses	800.00		800.00	1,250.00	800.00		800.00	450.00	1,250.00
	802	Rep & Maint - Improvements	17,550.00		17,550.00	23,400.00		4,350.00	4,350.00	19,050.00	23,400.00

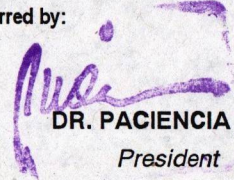
Allotment Class	Acct Code	Account Title	Total Obligations Jan-Sept	Prev. Approved Requests	Deficiency	This Request	Total Instruction Share	Univ. Share	Sub-total	Busn. Operations	Grand Total
	805	Reprs & Maint-Electrict'n,Power &	71,000.00	54,000.00	17,000.00	25,000.00	-	17,000.00	17,000.00	8,000.00	25,000.00
	811	Repairs & Maint-Office Buildings	365,949.52	118,557.00	247,392.52	250,000.00	20,485.00	150,750.00	171,235.00	78,765.00	250,000.00
	812	Repairs & Maint-School Building	538,658.41	178,991.00	359,667.41	360,000.00	12,475.59	90,658.00	103,133.59	256,866.41	360,000.00
	814	Repairs & Maint-Markets & Slaug	2,579.00	9,430.00	(6,851.00)	-			-		-
	815	Repairs & Maint-Other Structures	829,183.75	455,000.00	374,183.75	375,000.00	66,989.55	158,275.16	225,264.71	149,735.29	375,000.00
	821	Repairs and Maint-Office Equipm	6,152.50	10,000.00	(3,847.50)	6,152.50	-	6,152.50	6,152.50		6,152.50
	823	Repairs & Maint -IT Eqpt. & Soft	119,442.50		119,442.50	120,000.00	50,000.00	35,000.00	85,000.00	35,000.00	120,000.00
	829	Repairs & Maint - Communication	42,200.00		42,200.00	42,200.00		42,200.00	42,200.00		42,200.00
	830	Repairs & Maint-Const'n and Hea	1,466.00	2,000.00	(534.00)	5,000.00	-		-	5,000.00	5,000.00
	832	Repairs & Maint-Hospital Equipm	640.00	1,000.00	(360.00)	1,000.00	-		-	1,000.00	1,000.00
	836	Repairs & Maint-Technical & Scie	69,760.00	16,500.00	53,260.00	55,000.00	3,260.00		3,260.00	51,740.00	55,000.00
	840	Repairs & Maint-Other Machinerie	27,093.30	16,575.00	10,518.30	15,000.00		10,350.00	10,350.00	4,650.00	15,000.00
	841	Repairs & Maint-Motor Vehicles	246,679.06	141,101.00	105,578.06	110,000.00	2,740.00	55,096.50	57,836.50	52,163.50	110,000.00
	850	Repairs & Maint-Other Property,PI	106,500.00	65,000.00	41,500.00	75,000.00	-	75,000.00	75,000.00		75,000.00
	851	Repairs & Maint-Roads, Highways	233,981.75	71,706.00	162,275.75	163,000.00	-	7,680.00	7,680.00	155,320.00	163,000.00
	852	Repairs & Maint-Parks, Plaza & M	32,015.00		32,015.00	32,015.00		32,015.00	32,015.00		32,015.00
	857	Repairs & Maint-Waterways,Aque	2,000.00	2,000.00	-	-	-	-	-	-	-
	878	Donations	32,300.00	35,000.00	(2,700.00)	5,000.00		5,000.00	5,000.00		5,000.00
	883	Extraordinary Expenses	-	7,000.00	(7,000.00)	21,000.00	-	21,000.00	21,000.00		21,000.00
	892	Fidelity Bond Premiums	9,394.00	11,125.00	(1,731.00)	5,225.00	-	2,000.00	2,000.00	3,225.00	5,225.00
	893	Insurance Expenses	412,147.28	400,000.00	12,147.28	25,000.00	10,000.00	8,500.00	18,500.00	6,500.00	25,000.00
	969RT	RATA	77,700.00		77,700.00	100,000.00	21,400.00	48,600.00	70,000.00	30,000.00	100,000.00
	969	Other Maint. & Operating Expens	2,631,067.44	1,436,200.00	1,194,867.44	1,200,000.00	442,674.97	442,000.00	884,674.97	315,325.03	1,200,000.00
	969SL	Other Services	64,155.00	25,000.00	39,155.00	50,000.00	-	5,055.00	5,055.00	44,945.00	50,000.00
Total MOOE			17,551,708.16	8,856,967.00	8,694,741.16	10,101,040.51	2,489,714.90	3,527,976.06	6,017,690.96	4,083,349.55	10,101,040.51

Allotment Class	Acct Code	Account Title	Total Obligations Jan-Sept	Prev. Approved Requests	Deficiency	This Request	Total Instruction Share	Univ. Share	Sub-total	Busn. Operations	Grand Total
CO-EO			-		-						
	211	Office Buildings	12,000.00		12,000.00	75,000.00	25,000.00	25,000.00	50,000.00	25,000.00	75,000.00
	212	School Buildings	36,099.00	237,838.00	(201,739.00)		-	36,099.00	36,099.00		
	215	Other Structures	845,119.80	778,000.00	67,119.80	150,000.00	55,000.00	25,000.00	80,000.00	70,000.00	150,000.00
	221	Office Equipment	330,225.99	349,400.00	(19,174.01)	330,225.99	12,499.99	187,340.00	199,839.99	130,386.00	330,225.99
	223	IT Equipment and Software	251,105.00	369,900.00	(118,795.00)	150,000.00	126,045.00	23,955.00	150,000.00		150,000.00
	227	Agricultural, Fishery & Forestry Equipt	804,909.79	25,000.00	779,909.79	779,909.79	24,999.00	426,050.79	451,049.79	328,860.00	779,909.79
	229	Communication Equipment	28,500.00	119,300.00	(90,800.00)	28,500.00	-	28,500.00	28,500.00		
	233	Medical, Dental, & Laboratory Equipt	189,050.00	120,000.00	69,050.00	100,000.00	-	100,000.00	100,000.00		100,000.00
	234	Military & Polic Equipmment	-	16,000.00	(16,000.00)	-	-		-		
	236	Technical and Scientific Equipment	436,329.15	259,000.00	177,329.15	250,000.00	100,000.00	216,329.15	216,329.15	33,670.85	250,000.00
	240	Other Machineries and Equipment	247,220.50	200,000.00	47,220.50	75,000.00			-	75,000.00	75,000.00
	250	Other Property, Plant & Eqpt.	14,375.00		14,375.00	20,000.00	20,000.00		20,000.00		20,000.00
Total CO/EO			3,194,934.23	2,474,438.00	720,496.23	2,094,734.78	363,543.99	1,068,273.94	1,431,817.93	662,916.85	2,094,734.78
Grand Total			21,500,142.20	11,711,461.00	9,788,681.20	15,449,875.78	3,585,471.86	5,596,273.81	9,181,745.67	6,268,130.11	15,449,875.78

Prepared by:


VELMA P. BONTUYAN
 Budget Officer III

Concurred by:


DR. PACIENCIA P. MILAN
 President