

Departmental Expenses Report for the period
1/6/2003 to 30/6/2003

	Accounting & Finance	General Admin	Human Resource	Purchasing	Warehouse	Delivery	MIS/IT	Local Sales	Export Sales	Marketing	TOTAL
Distribution Expenses											
Packing Material	0.00	0.00	0.00	0.00	0.00	0.00	0.00	258.00	394.00	0.00	652.00
Casual Labour	0.00	0.00	0.00	0.00	421.00	103.00	0.00	0.00	0.00	0.00	524.00
Delivery Services	0.00	0.00	0.00	0.00	0.00	876.00	0.00	0.00	0.00	0.00	876.00
Indirect Material	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Warehouse Equipment Maintenance	0.00	0.00	0.00	0.00	1,532.00	0.00	0.00	0.00	0.00	0.00	1,532.00
Vehicle Maintenance/Repair	0.00	100.00	0.00	0.00	100.00	150.00	0.00	120.00	145.00	153.00	768.00
Petrol	0.00	20.00	0.00	60.00	20.00	59.00	0.00	0.00	0.00	0.00	159.00
Parking	0.00	25.00	0.00	30.00	80.00	189.00	0.00	102.00	30.00	33.00	489.00
Road Tax	0.00	4.00	0.00	5.00	5.00	5.00	0.00	5.00	4.00	2.00	30.00
Vehicle Insurance	0.00	28.00	0.00	28.00	35.00	35.00	0.00	27.00	25.00	24.00	202.00
Stock Adjustment	0.00	0.00	0.00	0.00	7,012.00	0.00	0.00	0.00	0.00	0.00	7,012.00
Warehouse Rental	0.00	0.00	0.00	0.00	5,000.00	0.00	0.00	0.00	0.00	0.00	5,000.00
Utilities	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Inventory Insurance	0.00	60.00	0.00	240.00	1,400.00	300.00	0.00	0.00	0.00	0.00	2,000.00
Finance Expenses											
Bank Interest	33.33	20.83	20.83	33.33	49.99	25.00	41.66	83.31	74.99	33.33	416.60
Bank Charges	0.00	0.00	0.00	0.00	0.00	0.00	0.00	166.00	0.00	0.00	166.00
HP interest	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Bad Debt Written Off	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Dividend	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Early Payment Discount	0.00	0.00	0.00	0.00	0.00	0.00	0.00	25.90	0.00	0.00	25.90
Manpower Expenses											
Salaries - Directors	5,000.00	7,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	12,000.00
Staff Salaries	3,081.60	1,926.00	1,926.00	3,081.60	4,622.40	2,311.20	3,852.00	7,704.00	6,933.60	3,081.60	38,520.00
Salesman Commission	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,441.00	10,539.00	0.00	16,980.00
Transport Allowance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00	2,200.00	0.00	3,200.00
Bonus	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Employer CPF	646.66	404.16	404.16	646.66	969.98	484.99	808.32	1,616.63	1,454.98	646.66	8,083.20
Workman Compensation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Medical Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	35.00	0.00	0.00	35.00
Medical Insurance	27.20	17.00	17.00	27.20	40.80	20.40	34.00	68.00	61.20	27.20	340.00
Meal Allowance	0.00	0.00	0.00	0.00	210.00	90.00	0.00	0.00	0.00	0.00	300.00
Staff Training	125.00	125.00	125.00	0.00	0.00	0.00	125.00	0.00	0.00	125.00	625.00
Recruitment Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Depreciation Expenses											
Depreciation - Furniture and Fittings	17.28	19.18	17.28	22.00	294.33	9.50	17.28	28.80	14.40	17.28	457.33

Depreciation - Motor Vehicles	0.00	0.00	0.00	0.00	421.00	103.00	0.00	0.00	0.00	0.00	0.00	524.00
Depreciation - IT Equipment	0.00	0.00	0.00	0.00	0.00	876.00	0.00	0.00	0.00	0.00	0.00	876.00
Depreciation - Office Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other Operating Expenses												
Office Rental	780.00	780.00	650.00	650.00	0.00	0.00	780.00	1,300.00	780.00	0.00	0.00	5,720.00
Insurance	384.00	384.00	384.00	320.00	0.00	0.00	384.00	640.00	320.00	384.00	0.00	3,200.00
Utilities	49.60	31.00	31.00	49.60	74.40	37.20	62.00	124.00	111.60	49.60	0.00	620.00
Office Maintenance	10.40	6.50	6.50	10.40	15.60	7.80	13.00	26.00	23.40	10.40	0.00	130.00
Telephone and Fax	27.60	17.25	17.25	27.60	41.40	20.70	34.50	69.00	62.10	27.60	0.00	345.00
Internet Service Subscription	12.48	7.80	7.80	12.48	18.72	9.36	15.60	31.20	28.08	12.48	0.00	156.00
Postage	2.40	1.50	1.50	2.40	3.60	1.80	3.00	6.00	5.40	2.40	0.00	30.00
Courier	16.08	10.05	10.05	16.08	24.12	12.06	20.10	40.20	36.18	16.08	0.00	201.00
Entertainment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,502.00	0.00	0.00	1,502.00
Gift and Donation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Travelling Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	850.00	500.00	0.00	1,350.00
Accommodation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00	450.00	0.00	950.00
Printing and Stationery	16.00	10.00	10.00	16.00	24.00	12.00	20.00	40.00	36.00	16.00	0.00	200.00
Food and Drink	27.60	17.25	17.25	27.60	41.40	20.70	34.50	69.00	62.10	27.60	0.00	345.00
Legal Fees	48.00	30.00	30.00	48.00	72.00	36.00	60.00	120.00	108.00	48.00	0.00	600.00
Accounting/Audit Fees	24.00	15.00	15.00	24.00	36.00	18.00	30.00	60.00	54.00	24.00	0.00	300.00
Secretarial Fees	14.40	9.00	9.00	14.40	21.60	10.80	18.00	36.00	32.40	14.40	0.00	180.00
Stamp Duties	12.00	7.50	7.50	12.00	18.00	9.00	15.00	30.00	27.00	12.00	0.00	150.00
Taxation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	10,355.63	11,076.02	3,707.12	5,404.35	22,604.34	5,832.51	6,367.96	20,272.04	26,414.43	5,737.63	117,772.03	