Version No.: 04 Revision No.: 03 Effective Date: 23<sup>rd</sup> Jan 2025 Workstation: OSC



FINANCIAL REPORT FORM					
Name of the Programmme	:				
Organiser	:				
Date of Programme	:				
Venue	:				
Total Budget Approved	:				
Sponsor	:				
Advancement Received	: RM	Payment Voucher No.:			
Reimbursement / Refund Requested	: RM				
Prepared by: (Treasurer Programme)	Certified by:		Approved by:		
Name : Date : Contact No. :	Officer In-Charge/Head Deputy Dean/Principal Date/Stamp:		Finance (Student Unit) Office of the Campus Director Date/Stamp:		

## NOTES:

- 1. Please attach the following documents:
  - 1.1 Copy of Approval Letter.
  - 1.2 Copy of PPF and Proposal with signature.
  - 1.3 Compilation of all receipts pasted (do not staple) on the A4 paper according to relevant categories.

2. Officer in-charge (not the recipient of the money) to certify all **original receipts** and list of expenditure without receipts.

3. For partial reimbursement, please state the amount received earlier.

## FINANCIAL STATEMENT

Approved Budget: RM \_\_\_\_\_

NO.	PARTICULAR	AMOUNT (RM)	TOTAL (RM)
Α	INCOME		
	Advancement received		
	Sponsor		
	Other payments received		
	(A) TOTAL INCOME		
В	EXPENDITURE		
	(B) TOTAL EXPENDITURE		
	BUDGET BALANCE (A-B) (RM)		

IMPORTANT: \*Expenditure should not more than Approved Budget in Proposal.