



UNIVERSITI TUNKU ABDUL RAHMAN
DEPARTMENT OF STUDENT AFFAIRS

**A BRIEF GUIDE ON ACCOUNTING
OF
UNIVERSITY STUDENT SOCIETY**

1. **PURPOSE AND SCOPE**

The “University Student Society” means a club or society formed by the students of the University.

The University Student Society must keep complete and accurate records of income and expenditures showing how funds were raised, amounts spent, and how funds have been or will be used. These records must be kept current and available for inspection or audit by University officials at any time.

The purpose of this booklet is to enable the office bearers of the University Student Society concerned to carry out their duties and responsibilities properly.

The areas covered by this booklet include financial procedures, record keeping, budget and budgetary control and reports. This booklet is divided into eight parts.

Part 1: Receipt and Deposit of Collection

Part 2: Payment of Expense Claims

Part 3: Record of Collection and Expenses in Cash Book

Part 4: Petty Cash Fund

Part 5: Record of Stock

Part 6: Record of Usage – Telephone and Photocopy Cards

Part 7: Budget and Statement of Account of Activity or Project

Part 8: Annual Financial Reports

Part 1: Receipt and Deposit of Collection

1.1 Issue of Receipt

1.1.1 The Treasurer or a person authorized by the University Student Society to collect money from the payer must issue serially numbered 'UTAR Student University Student Society/Committee Receipt' (Figure 1).

1.1.2 The receipt issued must be in triplicate copy:
 1st copy (Payer's copy)
 2nd copy (University Student Society's/Club's/Committee's copy)
 3rd copy (DSA's copy)

1.1.3 Write the word "Cancelled" across the triplicate copy of any void receipt.

1.1.4 The void receipt must be retained for verification by the assigned staff of Department of Student Affairs (DSA) for audit purpose.


	UTAR STUDENT SOCIETY / CLUB / COMMITTEE RECEIPT	<i>Payer's copy</i> Receipt No. : 0001 Date _____
Received from _____		
In payment of _____		
	Amount *Cash / Cheque	
	RM	
The sum of Ringgit: _____		
Issued by _____		*Cheque no _____
_____ Name	_____ Designation	_____ Signature
		_____ Stamp of Society/Club/Committee
* Delete whichever is not applicable		

Fig. 1 UTAR Student Society/Club/Committee Receipt

Deposit of Collection

Money collected by the Treasurer or a person authorized by the University Student Society must **not be used** to pay for expense claims of activity or project.

Money collected by the Treasurer or a person authorized by the University Student Society must be deposited at DFN using 'Deposit of Cheque/Cash in UTAR For Student Activity' voucher (Figure 2).

The 'Deposit of Cheque/Cash in UTAR For Student Activity' voucher must be completed in triplicate copy:

- 1st copy (Applicant's copy)
- 2nd copy (DSA's copy)
- 3rd copy (DFN's copy)

An official receipt of the University (Figure 3) will be issued by DFN to acknowledge the money received from the Treasurer or a person authorized by the University Student Society.



**UNIVERSITI TUNKU ABDUL RAHMAN
DEPARTMENT OF STUDENT AFFAIRS**

Applicant's copy

DEPOSIT OF CHEQUE/CASH IN UTAR FOR STUDENT ACTIVITY

Name of society/club _____ Code _____ Faculty: _____

DEPOSIT DETAILS (Please ✓ whichever applicable and fill up the particulars. * Delete whichever is not applicable):

<input type="checkbox"/>	Description	Amount (RM)	Cash / Cheque	Cheque No.	Remarks
	* <u>Membership Subscription</u> (attached with Register of m'ship Form) & Recruitment Date: _____				
	* <u>Surplus / Profit / Refund / Sales / Fees collected</u> Activity / Event: _____				
	* <u>Sponsorship/Donation:</u> Activity/Event: _____ Name of Sponsor: _____				
	Others: _____				
TOTAL AMOUNT		RM _____			

Deposited by,

Signature of Treasurer

Name: _____

Date: _____

DSA-SS-24

Acknowledged receipt by,

Signature of Finance Officer

Name: _____

Date: _____

Receipt No. &
DFN's Official Chop

Checked by

Signature of DSA Officer

Name: _____

Date: _____

Fig.2 Voucher for Deposit of cheque/cash in UTAR for student activity



UNIVERSITI TUNKU ABDUL RAHMAN

(owned by UTAR Education Foundation)
(Company No: 578227-M)
P.O. BOX 11384, 50744 KUALA LUMPUR.

RECEIPT

Received from

Reg. No. 48126

SPORTS CLUB-PJ

in payment of

Code	Description	Amount
4204	UTAR CLUBS & SOCIETIES UTAR sport club membership	RM 210.00

TOTAL ► RM 210.00

M030527 utarham 27/03/2006 RM210.00 CS

Received the sum shown in machine printed figures

University's official receipt number

Fig.3 Example of Official receipt of the University

Part 2: Payment of Expense Claims

2.1 Requisition of Payment by Cheque

2.1.1 The Treasurer shall forward to DSA the duly completed 'Requisition of payment by Cheque' voucher (Figure 4) supported with invoice and delivery order for onward transmission to DFN to effect payment to vendor/applicant.

2.1.2 The 'Requisition of Payment by Cheque' voucher must be completed in triplicate copy:

1st copy (Applicant's copy)

2nd copy (DSA's copy)

3rd copy (DFN's copy)

2.1.3 DFN shall forward to DSA a copy of the University's cheque payment voucher (Figure 5) and the cheque (Figure 6) made payable in the name of the vendor/applicant as instructed.



**UNIVERSITI TUNKU ABDUL RAHMAN
DEPARTMENT OF STUDENT AFFAIRS**

Applicant's copy

Voucher No. _____

REQUISITION OF PAYMENT BY CHEQUE

Date: _____

Name of society/club _____ Code _____ Faculty: _____

Activity: _____ Date held: _____

Please ✓ : Charge to Society/club Account

Subsidised by UTAR

Approved Budget : RM _____	Last Drawn Amount : RM _____
Total amount Drawn : RM _____	Balance: RM _____

Please pay to following vendors or applicants (*invoices, minutes and approved application with budget are attached*):

Name of Company/Applicant	Particular/Remark	Amount RM

Requested by

Certified for Payment

In-charge-by

Treasurer

Chairman

Adviser / Co-adviser

DSA Officer

(

)

(

)

(

)

(

)

FOR OFFICE USE

Recommended by

Approved by

Payment made on: _____

Issued by Officer-in-charge: _____

DSA Manager

DSA Head

DFN Manager/Officer

Acknowledged receipt on: _____

DSA-SS-13

Signed by claimant: _____

Fig.4 Voucher for requisition of payment by cheque

UNIVERSITI TUNKU ABDUL RAHMAN

Petaling Jaya Campus
No. 13, Jalan 13/6,
46200 Petaling Jaya
Selangor Darul Ehsan
Tel : 03-79582628 Fax : 03-79561923

VOUCHER NO. : PV09/0080
DATE : 10/09/2006
PAGE : 1

PAYMENT VOUCHER

NAME : CY ORGANIZER

ADDRESS :

TEL : FAX :

DATE	INVOICE NO.	DESCRIPTION	A/C NO.	AMOUNT
10/09/2006		CY ORGANIZER-ENTRANCE FEES JOGATHAN 06-SPORTS		312.00

RINGGIT MALAYSIA : THREE HUNDRED TWELVE ONLY

CHEQUE NO : PBB 702391

TOTAL RM 312.00

PAYMENT VOUCHER & CHEQUE
PREPARED BY

DOCUMENTS
VERIFIED BY

DOCUMENTS
VERIFIED BY

RECEIVED BY

NAME:
NRIC NO.:

Fig.5 Example of University's cheque payment voucher



Stamp Duty Paid

33-14089

PUBLIC BANK BERHAD (1403-PT)
SS2, PETALING JAYA, SELANGOR



A/C PAYEE ONLY

TARIKH 10/09/2006
日期 DATE

BAYAR CY ORGANIZER
新交 PAY

ATAU PEMBAWA
或持票人取 OR BEARER

RINGGIT THREE HUNDRED AND TWELVE ONLY
零吉

RM 312.00

PLUS CURRENT ACCOUNT

UNIVERSITI TUNKU ABDUL RAHMAN

Authorised Signatories

JANGAN DITANDA TANGAN DI BAWAH BARISAN INI 請勿在此欄簽下簽名 NO SIGNATURE BELOW THIS LINE

⑈ 70239 ⑈ 33 ⑈ 14089 ⑈ 3118325 ⑈ 12 ⑈ 0 ⑈

↓
cheque number

Fig.6 Example of Cheque

Part 3: Record of Collection and Expenses in Cash Book

3.1 Cash Book

3.1.1 The Cash Book (Figure 7) records all collection and expenses of the University Student Society. In Figure 7 to Figure 10, a cash book recording of collection and expenses are shown for the period from June 2006 to September 2006.

3.1.2 The source document for recording the **collection** in the Cash Book is the University's official receipt issued by DFN (Figure 3).

3.1.3 The source document for recording of **payment** in the Cash Book is the University's cheque payment voucher (Figure 5).

3.1.4 The **balance** shown in the Cash Book is the amount of cash of the University Student Society and which is in the custody of the University.

3.1.5 The Treasurer must close the Cash Book at the end of each month.

3.1.6 The Treasurer must file the University's official receipt and the University's cheque payment voucher for future reference.

CASH BOOK

Date	Particulars	Receipt No. Cheque No.	Folio Activity	Deposit RM	Payment RM	Balance RM
1/6/06	Balance b/f					200.00
1/6/06	Member subscription	M123456	University Student Society	600.00		800.00
1/6/06	Replenished PC fund	PBB345623	University Student Society		50.00	750.00
9/6/06	Member subscription	M123501	University Student Society	200.00		950.00
17/6/06	S SB -Banner	PBB123456	University Student Society		80.00	870.00
	Total			800.00	130.00	
30/6/06	Balance c/f					870.00

Fig.7 Example of Cash book

(continued)

CASH BOOK

Date	Particulars	Receipt No. Cheque No.	Folio Activity	Deposit RM	Payment RM	Balance RM
1/7/06	Balance b/f					870.00
1/7/06	CY Stationery -A4 paper	PBB234501	University Student Society		15.00	855.00
1/7/06	SYZ SB -2 Net Ball	PBB234572	University Student Society		140.00	715.00
4/7/06	Replenished PC fund	PBB350618	University Student Society		55.20	659.80
12/7/06	Y SB 50 pcs T-Shirt	PBB364623	University Student Society		404.00	255.80
15/7/06	Sales of 32 pcs T-Shirt	M145712	University Student Society	256.40		512.20
	Total			256.40	614.20	
31/7/06	Balance c/f					512.20

Fig.8 Example of Cash book

(Continued)

CASH BOOK

Date	Particulars	Receipt No. Cheque No.	Folio Activity	Deposit RM	Payment RM	Balance RM
1/8/06	Balance b/f					512.20
	Total					
31/8/06	Balance c/f					512.20

Fig.9- Example of Cash Book

(Continued)

CASH BOOK

Date	Particulars	Receipt No. Cheque No.	Folio Activity	Deposit RM	Payment RM	Balance RM
1/9/06	Balance b/f					512.20
2/9/06	Sponsorship -ABC & CKS	M160003	No.1	160.00		672.20
3/9/06	Donation -XYZ	M160215	No.1	60.00		732.20
6/9/06	Fees -Jogathon 06	M162432	No.1	390.00		1,222.20
10/9/06	CY Organizer -entrance fees	PBB702391	No.1		312.00	810.20
25/9/06	Transportation -Bus	PBB350421	No.1		200.00	610.20
30/9/06	A Treasurer -Reimbursement	PBB355402	No.1		33.50	576.70
	Total			610.00	545.50	
30/9/06	Balance c/f					576.70

Fig.10 Example of Cash Book

Note:

1. The **date column** records the date on which any cash transaction is made.
2. The **particulars column** states:
 - (a) The name of person, firm, organization or event in which money is received as well as the nature of the deposit.
 - (b) The name of the person, firm or organization to whom cheque is paid as well as the nature of the payment.
3. The **receipt no. or cheque no. column** is for recording the University official receipt number or the cheque number of the University cheque.
4. The **folio activity column** states the activity or University Student Society which the receipt or payment relates.
5. The **deposit column** records the amount deposited to DFN.
6. The **payment column** records the amount paid for University Student Society expenses.
7. The **balance column** represents the amount of cash of University Student Society, which is in the custody of the University.

Part 4: Petty Cash Fund

4.1 Purpose and Custodian

- 4.1.1 The petty cash fund is for the payment of petty expenses incurred by the University Student Society.
- 4.1.2 The petty cash fund held by each University Student Society is RM100.00.
- 4.1.3 Generally, the Treasurer of the University Student Society is designated as the custodian of the fund.

4.2 Record of Petty Cash Replenishment and Disbursement in the Petty Cash Book

- 4.2.1 The Petty Cash Book records all petty cash replenishment and disbursement.
- 4.2.2 The source document for recording the **start up fund** and the **replenishment of fund** in the Petty Cash Book is the University's cheque payment voucher (Figure 5).
- 4.2.3 The source document for recording of **disbursement** in the Petty Cash Book is the 'Petty Cash Payment Voucher' (Figure 11) that has been duly certified for payment and supported with an invoice or a receipt.
- 4.2.4 The **balance column** shown in the Petty Cash Book is the amount of petty cash fund in the custody of the Treasurer.
- 4.2.5 The Treasurer must close the Petty Cash Book at the end of each month or when the petty cash fund runs low.
- 4.2.6 The Treasurer shall forward to DSA the duly completed 'Application For Withdrawal of Petty Cash' voucher (Figure 12) together with petty cash payment voucher and the supported documents such as invoice or receipt for onward transmission to DFN to prepare the cheque for petty cash replenishment.
- 4.2.7 DFN shall forward to DSA a cheque made payable in the name of the Treasurer for replenishment of petty cash together with a copy of the University's cheque payment voucher.
- 4.2.8 An example of Petty Cash Book recording from June 2006 to July 2006 is shown in Figure 13 to Figure 15.



**UNIVERSITI TUNKU ABDUL RAHMAN
DEPARTMENT OF STUDENT AFFAIRS**

DSA-SS-14

Voucher No. _____

NAME OF SOCIETY _____ Code _____

PETTY CASH PAYMENT VOUCHER

Please pay to _____

the sum of Ringgit _____ (RM _____) for the following purposes:

No	Particular	Amount	
		RM	Sen
Total:			

Certified for Payment

Requested by

CHAIRMAN / TREASURER

ADVISER / CO-ADVISER

Date

Payment made on _____
(Date)

Acknowledged receipt the sum of RM _____

Treasurer

Recipient's Signature

Fig.11 Petty cash payment voucher

Applicant's copy



**UNIVERSITI TUNKU ABDUL RAHMAN
DEPARTMENT OF STUDENT AFFAIRS**

Voucher No. _____

Name of society/club _____ Code _____ Faculty: _____

Balance b/f:	RM _____	Last Drawn Date :	___/___/200__
Total amount Drawn :	RM _____	Balance c/f:	RM _____

APPLICATION FOR WITHDRAWAL OF PETTY CASH FROM DEPT.OF FINANCE

(A copy of the previous petty cash account with receipts to be attached)

Please pay to _____, the Treasurer of

the above mentioned society, the sum of Ringgit _____ (RM _____) for petty cash payment of society activities:

Requested by

Certified for Payment

In-charge-by

Treasurer

Chairman

Adviser / Co-adviser

DSA Officer

() () () ()

FOR OFFICE USE

Recommended by

Approved by

Payment made on: _____

Issued by Officer-in-charge: _____

DSA Manager
DSA-SS-15

DSA Head

DFN Manager/Officer

Acknowledged receipt on: _____

Signed by claimant: _____

Fig.12 Voucher for application for withdrawal of petty cash

Petty Cash Book

Date	Particulars	Cheque/ Voucher No.	Receipt RM	Payment RM	Balance RM	Analysis of Payments	
						Stationery RM	Transportation RM
1/6/06	Balance b/f				50.00		
1/6/06	Replenished PC fund	PBB 345623	50.00		100.00		
4/6/06	ABC-pen, Taxi fare	PC06/1		15.20	91.80	9.20	6.00
6/6/06	ABC -card,paper	PC06/2		25.00	59.80	25.00	
8/6/06	QOQI -photocopy	PC06/3		15.00	44.80	15.00	
	Total			55.20		49.20	6.00
30/6/06	Balance c/f				44.80		

Fig.13 Example of Petty Cash Book

Petty Cash Book

Date	Particulars	Cheque/ Voucher No.	Receipt RM	Payment RM	Balance RM	Analysis of Payments	
						Stationery RM	Transportation RM
1/7/06	Balance b/f				44.80		
4/7/06	Replenished PC fund	PBB 350618	55.20		100.00		
7/7/06	XYZ –file staple, etc	PC06/4		33.60	66.40	33.60	
	Total			33.60		33.60	
31/7/06	Balance c/f				66.40		

Fig.14 Example of Petty Cash Book

Petty Cash Book

Analysis of Payments

	Stationery	Transportation	Postage Telephone	Promotion	Souvenir	Refreshment	Entrance Fees	Sundry Expense	
	RM	RM	RM	RM	RM	RM	RM	RM	

Fig.15 Example of Petty Cash Book

Note:

1. The **date column** records the date on which any petty cash transaction is made.
2. The **particulars column** states the name of person, firm or organization to whom petty cash is paid or the replenished petty cash.
3. The **cheque/voucher no. column** is for recording cheque number of the replenished petty cash or petty cash payment voucher number.
4. The **receipt column** records the amount of petty cash fund at the beginning and the amount replenished subsequently.
5. The **payment column** records all the amount paid for petty expenses.
6. The **balance column** represent the amount of petty cash fund remaining.
7. The **analysis of payments** is for recording the common items of expenses paid. Each major group of expense having a column of its own.

Part 5: Record of Stock

5.1 Stock

5.1.1 The stock of the University Student Society comprise the following:

- (a) Items for Sale (such as souvenirs, key-chains, T-shirt, magazine, etc.)
- (b) Capital expenditure item (such as Sport Equipment, Musical Instruments, etc.)
- (c) Consumable items (such as A4 paper, photocopy card, telephone card, etc.)

5.2 Stock Book

5.2.1 All stock of the University Student Society must be recorded in a Stock Book.

5.2.2 Each stock item must be recorded in a separate page.

5.2.3 An authorized person of the University Student Society is responsible for effective control of the stock under his/her custody.

5.2.4 The Treasurer shall perform stock count on a regular basis to compare the physical stock with the balance shown in the stock record.

5.2.5 The examples of stock recording are shown in Figure 16 to Figure 18.

Stock Book – Item For Sale

Sports Club (2006/2007)

Faculty: FES

Item : T-Shirt

Type: Item For Sale

Code: ST01

Date	Particulars	Quantity / Unit Price					
		Received		Issued		Balance	
		Quantity	RM	Quantity	RM	Quantity	RM
1/7/06	Y SB - Received	30 pcs	8.00			30 pcs	8.00
12/7/06	Y SB - Received	20 pcs	8.20			30 pcs 20 pcs	8.00 8.20
15/7/06	Sale – 32 pcs			30 pcs 2 pcs	8.00 8.20	18 pcs	8.20

Fig.16 Example of Stock book

Stock Book – Capital Expenditure Item

Sports Club (2006/2007)

Faculty: FES

Item : Net Ball

Type: Capital Expenditure

Code: CP01

Date	Particulars	Quantity / Unit Price					
		Received		Issued		Balance	
		Quantity	RM	Quantity	RM	Quantity	RM
1/7/06	SYZ SB	2 units	70.00			2 units	70.00

Fig.17 Example of Stock book

Stock Book – Consumable Item

Sports Club (2006/2007)

Faculty: FES

Item : A4 Paper

Type: Consumable

Code: CS01

Date	Particulars	Quantity / Unit Price					
		Received		Issued		Balance	
		Quantity	RM	Quantity	RM	Quantity	RM
1/7/06	CY Stationery	2 reams	7.50			2 reams	7.50
30/9/06	Used			1 ream	7.50	1 ream	7.50

Fig.18 Example of Stock book

Part 6: Record of Usage – Telephone Cards and Photocopy Cards

6.1 The person assigned by the University Student Society to hold telephone card or photocopy card is required to keep a record of its usage by completing:

- (a) Telephone Usage Form (Figure 19).
- (b) Photocopy Card Usage Form (Figure 20).

TELEPHONE ACCOUNT(RING RING CARD A/C) FOR THE MONTH OF _____ 200__

Name of Society_____

Ring-ring card RM_____

Purchased on:___/___200__

Purpose:*Operational use/Project/Activity

Name of Activity (if applicable):_____

Date	Call to			Reason of Call	Name of Caller
	Tel No.	Name & Organisation	Duration/Amount		

Submitted by Treasurer

Name:_____

Signature:_____

Date:_____

Fig.19 Telephone card usage form

Part 7: Budget and Statement of Account of Activity or Project

7.1 Budget

- 7.1.1 University Student Society planning to organize an activity or project is required to submit a proposal with the budget (Figure 21) for approval.
- 7.1.2 The Advisor of the University Student Society is required to recommend the budget for approval by the Head of DSA.
- 7.1.3 Examples of activities or projects organized by the University Student Societies are: Jogathon, Blood Donation Drive, Seminars, Workshops, Visits, Exhibitions, Contests, Sports Carnival etc.

SPORTS CLUB, FES

BUDGET FOR JOGATHON 2006

Date: 30/9/06

Time: 7.00a.m

Venue: Dataran Merdeka

	RM	RM
INCOME:		
Collection of Fees		
Member (RM10 @ 25students)	250.00	
Non member (RM10 @ 20students)	200.00	450.00
Sponsorship		
Sponsored by ABC	100.00	
Donation by XYZ	80.00	180.00
Total Income		630.00
EXPENDITURE:		
Publicity & Promotion (poster RM10, leaflet RM20)	30.00	
Stationery (photocopy card RM10)	10.00	
Transportation (bus-RM200)	200.00	
Entrance Fees (RM8 @ 45students)	360.00	
Total Expenditure		600.00
SURPLUS		30.00

Submitted by

Verified by

Signature) _____

(Signature) _____

(Signature) _____

Name _____

Name: _____

Name: _____

Treasurer

Chairman

Adviser

Checked by

Recommended for approval by Approved by

Signature) _____

(Signature) _____

(Signature) _____

Name _____

Name: _____

Name: _____

DSA Officer

DSA manager

DSA Head

Fig.21 Example of Budget for an activity or project

7.2 Statement of Account

7.2.1 The Treasurer shall prepare 2 sets each of the Income Statement (Figure 22) and The Expenditure Summary (Figure 23) within 2 weeks after the completion of an activity or project.

7.2.2 The discrepancies revealed by comparing actual and budgeted results are called variances. Overspending is an adverse variance (A) and underspending is a favourable variance (F). The Treasurer should analyze and explain variance which exceeded 5% as a note to the Income Statement.

7.2.3 The Income Statement and Expenditure Summary shall be forwarded to the Head of DSA for approval after verification by the Adviser.

7.2.4 The Total Income, Total Expenditure and Surplus or Deficit reported in the Income Statement of each activity or project shall be recorded in the 'Annual Financial Report of the University Student Society'.

SPORTS CLUB, FES

INCOME STATEMENT FOR JOGATHON 2006

Date: 30/9/06

Time: 7.00a.m

Venue: Dataran Merdeka

	Ref No.	Budget RM	Actual RM	Variance F/(A) RM
INCOME:				
Collection of Fees				
Member (RM10 per student)		250.00	220.00	(30.00)A
Non member (RM10 per student)		200.00	170.00	(30.00)A
Sponsorship				
Sponsored by ABC & CKS		100.00	160.00	60.00F
Donation by XYZ		80.00	60.00	(20.00)A
Total Income		630.00	610.00	(20.00)A
EXPENDITURE:				
Promotion (poster, leaflet)		30.00	24.50	5.50F
Stationery (photocopy card)		10.00	9.00	1.00F
Travel (bus)		200.00	200.00	-
Entrance Fees (RM8 per student)		360.00	312.00	48.00F
Total Expenditure		600.00	545.50	54.50F
SURPLUS		30.00	64.50	34.50F

Submitted by

Verified by

Signature) _____ (Signature) _____
 Name _____ Name: _____
 Treasurer Chairman

(Signature) _____
 Name: _____
 Adviser

Checked by

Recommended for approval by

Approved by

Signature) _____ (Signature) _____
 Name _____ Name: _____
 DSA Officer DSA manager

(Signature) _____
 Name: _____
 DSA Head

Fig.22 Example of Income statement for activity or project

SPORTS CLUB, FES

EXPENDITURE SUMMARY FOR JOGATHON 2006

Date: 30/9/06

Time: 7.00a.m

Venue: Dataran Merdeka

Date	Particulars	Ref No.	Amount RM	Entrance Fees RM	Promotion RM	Stationery RM	Transportation RM
6/9/06	Entrance fees (RM8 @ 39students)	R07/	312.00	312.00			
12/9/06	Popular book store - Poster	R07/	8.50		8.50		
15/9/06	QQQI - Leaflet (RM16.00) - photocopy card (RM9.00)	R07/	25.00		16.00	9.00	
30/9/06	Transportation (bus-RM200)	R07/	200.00				200.00
	TOTAL		545.50	312.00	24.50	9.00	250.00

Fig.23-Example of Expenditure summary for activity or project

Part 8: Annual Financial Reports

8.1 The Treasurer shall prepare for confirmation at the Exco meeting of the University Student Society the following:

- (a) Annual Financial Report of the University Student Society (Figure 24)
- (b) Annual Stock Balance Report (Figure 25).

8.2 The Annual Financial Report and the Annual Stock Balance Report after confirmation at the Exco meeting shall then be presented for adoption at the Annual General Meeting of the University Student Society concerned.

SPORTS CLUB, FES

Annual Financial Report

From 1/6/06 – 31/5/07

A. Performance

Activity/Project			Reference	Actual		Surplus/(Deficit)		
No.	Date	Name		Income RM	Expenditure RM	Budget RM	Actual RM	Variance F/(A) RM
1	30/9/06	Jogathon 2006	Income statement	610.00	545.50	30.00	64.50	34.50F
2	31/5/07	University Student Society	refer Note 1	1,056.40	727.80	-	328.60	-
							393.10	

B. Cash Position

Description	Total RM	Cash Book RM	Petty Cash RM	To state the amount and expenditure incurred and has not been paid. The total stated will reduce the total closing balance reported.
Opening Balance	250.00	200.00	50.00	
Movement -Actual Surplus/(Deficit)	393.10	376.70	16.40	
Closing Balance	643.10	576.70	66.40	

Prepared by:

Confirmed by

(Signature) _____

(Signature) _____

(Signature) _____

Name _____

Name: _____

Name: _____

Treasurer

Chairman

Adviser

Date of submission to Dept of Student Affairs _____

Fig.24 Example of Annual financial report of the University Student Society

Note 1: Computation of the University Student Society income and expenditure figures.

Month	Total Income	Total Expenditure		
	Cash Book RM	Total RM	Cash Book RM	Petty Cash Book RM
Jun 06	800.00	135.20	130.00 deduct Replenished PC fund of RM50.00	55.20
Jul 06	256.40	592.60	614.20 deduct Replenished PC fund of RM55.20	33.60
Total	1,056.40	727.80	744.20 deduct Replenished PC fund of RM105.20	88.80

Remark: PC fund denotes Petty Cash Fund

SPORTS CLUB, FES

ANNUAL STOCK BALANCE REPORT

DATE: 31/5/07

Item	Type	Description	Quantity	Remark
1.	Item for Sale	T-Shirt	18 pieces	
2.	Capex	Net Ball	2 units	
3.	Consumable	A4 Paper	1ream	
4.	Consumable	Telephone Card	-	
5.	Consumable	Photocopy Card	1 piece	

Prepared by:

Confirmed by

(Signature) _____
Name _____
Treasurer

(Signature) _____
Name: _____
Chairman

(Signature) _____
Name: _____
Adviser

Date of submission to Dept of Student Affairs _____

Fig. 25 Example of Annual stock balance report