

**FINANCIAL REPORT FORM**

**(STUDENT PROGRAMME)**

**K/C/D/I/O : KULLIYYAH LANGUAGES AND MANAGEMENT**

Name of Programme :

Organizer :

Date :

(A) Total Income (RM) : RM 0.00

(B) Total Expenditure (RM) : RM 0.00

Balance (RM) (A-B**) :** RM 0.00

**Prepared by:**

**(Officer In-Charge / Programme Manager)**

**Name:**

**Date:**

**Verified by:**

**(Officer In-Charge)**

**Name: Advisor**

**Date:**

**Approved by:**

**(Dean / Director)**

**Name:**

**Date:**

**Notes:**

**Please attach the following documents:**

**1. Approval Letter**

**2. Financial statement consists of income and expenditure (please fill in as per attach)**

**3. Compilation of all official receipts on the A4 paper according to category as Reported above**

**4. All receipts must be certified by Authorized Administrative Officer**

**5. The validity of claim is within 3 months from the date of event/ programme. Late submission will not be entertained**

***For Finance Use:***

APPROVED NOT APPROVED

\* Remarks:

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**FINANCIAL STATEMENT**

Approved Proposed Budget: RM11400.00

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| NO | PARTICULAR | AMOUNT(RM) | TOTAL(RM) | APPENDIX |
| **A** | **INCOME** |  |  |  |
| 1 | APPROVED BUDGET BY K/C/D/I/O | 200.00 |  |  |
| 2 | Ex: Fees Collection  20 x RM 20 | 400.00 |  |  |
|  |  |  |  |  |
|  | **(A) TOTAL INCOME** |  | **600.00** |  |
| **B** | **EXPENDITURE** |  |  |  |
| 1 | Ex: Food | 200.00 |  | 1 |
| 2 | Ex: Groceries | 400.00 |  | 2 |
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|  | **(B) TOTAL EXPENDITURE** |  | **600** |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **BUDGET BALANCE ( A-B ) (RM)** | |  | **0.00** |  |

**IMPORTANT**: **\*** Total expenditure should not more than approved proposed budget in proposal.

\* If there is amount Budget Balance, transfer to IIUM Operating Account 1-407-000-000-4716 (Bank Muamalat Malaysia Berhad) and attached the certified receipt.

Prepared by:

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(Officer In-Charge/ Programme Manager) Name:

Date:

Certified by:

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(Advisor)

Name:

Date: