

Machinery and Consumable Business Unit								
Cash Expenses Budget - (March'2024)								
Department Name: HR & GA								
No	Descriptions	Week				Total (MMK)	Total (USD)	Detail Information
		1st	2nd	3rd	4th			
1	Car Fuel Expenses	150,000				150,000		For 3D/9408 Mar'24
2	Car License Extension Charges	200,000				200,000		For 5G/5582
3	Employee Overtime Charges	68,400				68,400		Driver OT for Ferry Case & Securities OT for Holidays for Feb'24
4	Daily Wages for Securities	232,000				232,000		Daily Wages for Securities for Feb'24
5	Miscellaneous Expenses	50,000	50,000		50,000	150,000		General Office Use for Mar'24
6	MAC BU SSB Charges for All Employees	500,000				500,000		Feb'24 SSB
7	Electricity Expenses		300,000			300,000		Feb'24 Electricity Meter Bill
8	Employee Welfare for Mar'24		15,000	30,000		45,000		For EOM Award & No Leave No Late Award (3Persons = 10000Ks Per 1Person)for Mar'24
9	Funeral Charges for Employees' Relative	150,000				150,000		NPPO's Dad
10	Office Repair Charges	300,000	300,000			600,000		General Office Used and Office Repair for Warehouse Roof & Doors
11	Birthday Cake Buying Charges			18,000		18,000		All February Borns = 18,000Ks
Total Expenses						2,413,400		

Requested By:

(Department PIC)
Toe Wai Naung

Acknowledged By:

(Department Head)
Min Thu

Acknowledged By:

(FNA Head)
Thin Wyut Yee

Approved By:

(AGM)
Seint Seint Thu