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Machinery and Consumable Business Unit								
Cash Expenses Budget - (Feb'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 Feb'24
2	Car License Extension Charges	250,000				250,000		For 2E/8480
3	Employee Overtime Charges	94,000				94,000		Driver OT for Ferry Case & Securities OT for Holidays for Jan'24
4	Daily Wages for Securities	208,000				208,000		Daily Wages for Securities for Jan'24
5	Miscellaneous Expenses	50,000	50,000		50,000	150,000		General Office Use for Feb'24
6	MAC BU SSB Charges for All Employees	500,000				500,000		Jan'24 SSB
7	Electricity Expenses		370,000			370,000		Jan'24 Electricity Meter Bill
8	Employee Welfare for Feb'24		15,000	30,000		45,000		For EOM Award & No Leave No Late Award (3Persons = 10000Ks Per 1Person)for Feb'24
9	Employees Welfare for Wedding	70,000				70,000		For Zwe Thingyan
10	EC Contract Charges for MAC BU	250,000				250,000		For All Employees
11	Car Repair Charges	100,000				100,000		For 3D/9408
12	Office Supplies Charges	200,000				200,000		For Buying 4Ply & A4
13	Office Repair Charges		100,000			100,000		General Office Used and Office Repair
14	Birthday Cake Buying Charges			18,000		18,000		All February Borns = 18,000Ks
Total Expenses						2,505,000		

Requested By:

(Department PIC)
Toe Wai Naung

Acknowledged By:

(Department Head)
Min Thu

Acknowledged By:

(FNA Head)
Thin Wyut Yee

Approved By

(AGM)
Saint Seint Thu