



# FINANCIAL REPORT

**Pamantasan ng Lungsod ng Marikina  
ORGANIZATION  
ACADEMIC YEAR**

**FINANCIAL REPORT  
CASHFLOW STATEMENT**

**Reporting Period:**

**Date Prepared:**

**Cash Inflow/ Receipts**

Received Funds Balance on July 29, 2025 from CSG Funds A.Y 2024-2025	P XXX
Fund Raising Activity - (Title of the Activity)	XXX
Donation	XXX
Sponsorship	XXX
<b>Total Cash Inflow/Receipts</b>	<b>P XXX.XX</b>

**Less: Cash Outflow/Disbursements**

Meal Allowance	P XXX
Supplies Expense	XXX
Transportation Allowance	XXX
Project Expenses - (Title of the Activity)	XXX
Donation - (Ex. Printer)	XXX
Other Expenses:	XXX
<b>Total Cash Outflow/Disbursement</b>	<b>P XXX.XX</b>

**Net Cash**

**P XXX.XX**

**Prepared by:**

NAME  
Treasurer A.Y

**Noted by:**

NAME  
President A.Y.

**Approved by:**

NAME OF ADVISER  
POSITION

NAME  
Auditor A.Y

*Gabrielle Andrei Cariño*  
CSG President A.Y 2025 - 2026

*Dr. Jacqueline M. Calaycay*  
CSG Adviser A.Y 2025 - 2026



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## NOTE:

- All **account titles, headings, and format** listed in this must be strictly followed.
- **Titles of activities must always be clearly stated** in all financial reports, including:
  - Fundraising Activities
  - Projects and Events
  - Donations and Sponsorships

**Ex. Fund Raising Activity - Batch Shirt, Lanyard, Booth, Etc.**
- Each activity must be **supported by proper documentation**, including but not limited to:
  - Liquidation Report/Audit Report
  - Receipts and Invoices
  - Acknowledgment Receipts (for donations or sponsorships)
  - Project Proposal and Project Completion Report (PCR), if applicable
- Additional account titles may be created if necessary, provided that **the new title is truly different and not a duplicate or slight variation of any existing title in the template**. This is to prevent the creation of multiple account titles that represent the same type of transaction.
- **For proper documentation, all financial reports must be created using Excel or Google Sheets**. This ensures clarity, consistency, proper formatting, and easy auditing.
- All supporting documents must be attached or submitted together with the financial report for transparency, audit, and verification.