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	₱ XXX	
Fund Raising Activity - (Title of the Activity)	XXX	
Donation	XXX	
Sponsorship	XXX	
Total Cash Inflow/Receipts		₱ XXX.XX
Less: Cash Outflow/Disbursements		
Meal Allowance	₱ XXX	
Supplies Expense	XXX	
Transpotation Allownace	XXX	
Project Expenses - (Title of the Activity)	XXX	
Donation - (Ex. Printer)	XXX	
Other Expenses:	XXX	
Total Cash Outflow/Disbursement		₱ XXX.XX
Net Cash		**₱ XXX.XX**

Prepared by:	**Noted by:**	**Approved by:**
NAME	*NAME*	*NAME OF ADVISER*
Treasurer A.Y	**President A.Y.**	**POSITION**
NAME	*Gabrielle Andrei Cariño*	*Dr. Jacqueline M. Calaycay*
Auditor A.Y	**CSG President A.Y 2025 - 2026**	**CSG Adviser A.Y 2025 - 2026**

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.