

**MBBA Financial Report
For the Financial Year 2012, 2013 and 2014**

I. Introduction

The MBBA started with a personal loan from the Treasurer of RM1,000.00. Through activities and membership fees collected the MBBA fund has increased to RM106,393.81 in 2014. The main activity that generated most of this fund was the 8th A-PBA conference, a collaboration activity with the Asia-Pacific Biosafety Association hosted by MBBA at the Putrajaya Marriott in 2013. Up to 25 April 2015 the MBBA has RM99,705.81 (RM99,440.66 in our CIMB account and RM265.15 as petty cash).

II. MBBA Financial Report 2012

No	Date	Transactions	Credit (RM)		Debit (RM)		Balance (RM)	Description
			Current Acc	Cash	Current Acc	Cash		
1	13-Jan-12	Open MBBA Current Acc	1,000.00				1,000.00	Personal loan Dr Zainah Saat
2	13-Jan-12	Service Charge			15.00		985.00	CIMB
3	10-Feb-12	Stamp Duty			7.50		977.50	CIMB
Membership								
4	Apr-Dec-12	Entrance & Membership Fees banked-in	2,480.00				3,457.50	Banked-in: 24 Entrance Fee (EF) & Ordinary Annual Membership Fee (OAMF), 2 EF & Life Membership Fee (LMF), 2 EF & Corporate Annual Membership Fee (CAMF);
5	Apr-Dec-12	Entrance & Membership Fees cash collected		2,440.00			5,897.50	Cash: 36 EF&OAMF, 2 EF&LMF. TOTAL FEES COLLECTED = RM 4,920.00
Miscellaneous								
6	17-May-12	Associaion Registration				30.00	5,867.50	
7	Jul-12	Rubber Stamp				44.00	5,823.50	
8	Jul-12	Receipt Books				4.80	5,818.70	
9	Nov-12	Payment of Personal Loan				1,000.00	4,818.70	Paid to Dr Zainah Saat
TOTAL			3,480.00	2,440.00	22.50	1,078.80		
GRAND TOTAL			5,920.00		1,101.30		4,818.70	Cash in hand= RM 1,361.20 Current Account = RM 3,457.50

III. MBBA Financial Report 2013

No	Date	Transactions	Credit (RM)		Debit (RM)		Balance (RM)	Description
			Current Acc	Cash	Current Acc	Cash		
1	1-Jan-13	Opening Balance					4,818.70	Cash in hand= RM 1,361.20; Current Account = RM 3,457.50
TB Workshop 30-31 Jan 2013								
2	23-Jan-13	Gaia Science Sdn Bhd Sponsorship	2,500.00				7,318.70	Total Amount Received for Sponsorship = RM4,500.00.
3	29-Jan-13	Medigene Sponsorship	2,000.00				9,318.70	Total Expenditure = RM3,650.00.
4	29-Jan-13	TB workshop Stationaries & Gifts				240.00	9,078.70	
5	13-Feb-13	TB workshop Refreshment 60 to 70 people			3,410.00		5,668.70	Rm26/head. Biz Café & Catering Cheque No. 995051
SUB-TOTAL			4,500.00		3,410.00	240.00		Balance from Workshop = RM850.00.
8th A-PBA Conference 22-25 April 2013								
6	4-Apr-13	Advance fund from A-PBA	27,888.40				33,557.10	Credit Advice
7	Apr-13	A-PBA Fees Coll Banked-in	27,071.60				60,628.70	Conference & Workshop
8	Apr-13	A-PBA Fees Coll & Dinner 2 spouses Cash		1,480.00			62,108.70	<i>Excluding RM1,300 from 2 IMR participants (awaiting payment from IMR)</i>
9	19-Aug-13	Donation of Profits by A-PBA	53,573.99				115,682.69	Donation of Profits by Conference Organizer
10	19-Mar & 10-Apr-13	A-PBA 50% deposit for 200 Conf bags + RM2 Ttcharged & Total Payment			3,102.00		112,580.69	Promobag Sdn Bhd by TT (RM1,502) & Cheque No: 995062 (RM1,600)
11	2-Apr-13	A-PBA Envelopes & Postal Charges for conf invitations				64.40	112,516.29	Dr Zalini

No	Date	Transactions	Credit (RM)		Debit (RM)		Balance (RM)	Description
			Current Acc	Cash	Current Acc	Cash		
12	10-Apr-13	A-PBA Entertainment for Opening ceremony			4,300.00		108,216.29	Reef Entertainment Cheque No: 995064
13	10, 23 & 24-Apr-13	A-PBA Souveniers			9,458.00		98,758.29	Karyaneka Cheques No: 995065 (RM7,942), 995069 (RM936) & 995071 (RM580)
14	19-Apr-13	A-PBA Buntings & Flier			2,936.00		95,822.29	Annoura Resources Cheque No: 995066
15	22-Apr-13	A-PBA Programme Book			7,710.00		88,112.29	GB Gerakbudaya Enterprise Cheque No: 995068
16	24-Apr-13	A-PBA Dinner at Bistro & Theatre Rest SB			5,490.00		82,622.29	Dr Zalini Cheque No: 995072
17	24-Apr-13	A-PBA Bus for dinner to Bistro				1,100.00	81,522.29	Bus Driver
18	30-Apr-13	A-PBA Certificate paper				459.50	81,062.79	Paid to Dr Zalini
19	14-May-13	A-PBA Paid Token				500.00	80,562.79	A-PBA Registration Team 5
20	13-Jun-13	A-PBA Paid Token			600.00		79,962.79	A-PPBA Scientific Sub-Committee 6 Cheque No: 995074
21	13-Jun-13	A-PBA Paid Token			800.00		79,162.79	A-PBA Reception & Protocol 6+2emcee Cheque No: 995075
22	13-Jun-13	A-PBA Paid Token			500.00		78,662.79	A-PBA Secretariat Sub-Committee 5 Cheque No: 995076
23	13-Jun-13	Toner for printer, stationaries & photocopy			2,184.00		76,478.79	Paid to Dr Chang LY Cheque No: 995073
								Total Amount Received = RM 110,013.99
								Total Conf Expenditure = RM39,203.90
		SUB-TOTAL	108,533.99	1,480.00	37,080.00	2,123.90		Balance from Conference = RM70,810.09
MBBA Workshops 1 (7-9 Oct 2013) and 2 (10-11 Oct 2013)								
24	28-Oct-13	MBBA Workshop 1 Registration	14,400.00				90,878.79	LPO from IMR (Biosafety Inspections of Containment Facilities) - 30 participants
25	1-Nov-13	MBBA Workshop 1 Registration	800.00				91,678.79	LPO from NRE for 4 staff
26	28-Oct-13	MBBA Workshop 2 Registration	12,000.00				103,678.79	LPO from IMR (Hands-on BSL3 Training)-20 participants
27	3-Oct-13	Bags for participants of MBBA Workshops 1 & 2 in IMR (100)			1,650.00		102,028.79	Promobag Sdn Bhd Cheque No: 995078
28	11-Oct-13	MBBA Workshops 1 in IMR Honorarium for Lecturer			300.00		101,728.79	Dr Lee Han Lim Cheque No: 995079
29	11-Oct-13	MBBA Workshop 7-11 Oct 2013 Refreshment (RM17 X 25 participants X 5 days)			2,125.00		99,603.79	Caterer Cheque No: 995080
30	12-Nov-13	Bank Charges			30.00		99,573.79	Telex/Fax Bank charges
31	12-Nov-13	Consultancy Fee MBBA Workshop 1 & 2			2,999.99		96,573.80	Dr Hackert Tr to Remitt
32	19-Nov-13	MBBA Workshops 1 & 2 Stationaries & Miscellaneous			263.40		96,310.40	Saras Cheque No: 995082
33	22-Nov-13	Bank Charges (RM to AUD)			30.00		96,280.40	Bank Charges Remittance
34	22-Nov-13	Economy Travel round trip ticket Sydney KL			4,323.24		91,957.16	Dr Andrew Berry Debit Advice
		SUB-TOTAL	27,200.00		11,721.63			Balance from Workshops = RM 15,478.37
MBOT 1 Phase 1-4 (2013)								
35	23-Jan-13	BEP Sponsorship for Invoice 1 (RM2,047) & invoice 2 (RM15,256.00) ABOT	17,303.00				109,260.16	Inv. 1: Venue (RM8,500) & Transportation (RM2,000.00), Travel Reimb (RM4,506.00) & Stationary (RM250); Inv.2: Laptop (RM1,747) & honorarium guest lecturer (RM300)
36	27-Feb-13	BEP for ABOT (Invoice 4)	1,850.00				111,110.16	Printer (RM1,100) & 25 pen drive (RM750)
37	13-Mac-13	BEP for ABOT Phase 2 (Invoice 5)	10,500.00				121,610.16	Venue (RM8,500) & Transportation (RM2,000.00)
38	3-Apr-13	BEP for ABOT Phase 2 (Invoice 7)	4,367.60				125,977.76	Travel Reimbursemnt 7 participants (RM4,119.00), Cash stationary (RM140.00) & Photocopy charges (RM108.60)
39	11-Oct-13	BEP for ABOT Phase 3 (Invoice 8)	10,500.00				136,477.76	Venue (RM8,500) & Transportation (RM2,000.00)
40	14-Nov-13	BEP for ABOT Phase 3 (Invoice 9)	3,485.20				139,962.96	Travel Reimbursement for participants for outside Klang Valley
41	22-Nov-13	BEP for ABOT Phase 3&4 Invoice 11 (RM10,500) & Invoice 14 (RM2548.90)	13,048.90				153,011.86	Inv 11: Venue (RM8,500) & Transportation (RM2,000.00); Inv 14: Stationary (RM936.85) & Class dinners phase 3-4 (RM1,612.05)
42	10-Jan-13	ABOT 1 Stationaries				170.05	152,841.81	Ms TS Saraswathy
43	23-Jan-13	ABOT 1 Stationaries				270.95	152,570.86	Dr Chang Li-Yen et al
44	7-Feb-13	ABOT 1 Travel reimbursement + RM69 TT charged			8,715.00		143,855.86	ABOT 23 Participants

No	Date	Transactions	Credit (RM)		Debit (RM)		Balance (RM)	Description
			Current Acc	Cash	Current Acc	Cash		
45	1-Mar-13	ABOT 1 Venue & transportation			4,000.00		139,855.86	Bendahari Univ Malaya Cheque No: 995052
46	28-Mar-13	ABOT 2 Travel reimbursement			4,069.00		135,786.86	ABOT 7 Participants Cheque No: 995053-59
47	1-Apr-13	ABOT 1 B/F Travel Claim				310.00	135,476.86	Dr Norhamizah
48	2-Apr-13	ABOT 2 Photocopies, Stationaries, Drinks for trainers				332.10	135,144.76	Siti Sarah Nore, TIDREC
49	10-Apr-13	ABOT Laptop Computer & Printer			2,726.00		132,418.76	Dr Anita Cheque No: 995060
50	10-Apr-13	ABOT 2 Venue & transportation			4,150.00		128,268.76	Bendahari Univ Malaya Cheque No: 995063
51	30-Sep-13	ABOT 3 & 4 Travel Reimbursement for participants outside Klang Valley			8,100.00		120,168.76	Dr Anita Cheque No: 995077
52	19-Nov-13	ABOT 3 & 4 Claim for Klang Valley			3,600.00		116,568.76	Dr Anita Cheque No: 995081
53	25-Nov-13	Travel Reimbursement for 7 participants for ABOT 3 & 4 RM21 bank charges (RM3/person)			7,167.10		109,401.66	ABOT 3 & 4 by TT
54	26-Dec-13	ABOT (1) Cert for graduation RM13.20, (2) Cert holder RM 63.00, (3) Photographer for grad ceremony RM420.00				496.20	108,905.46	Saras
55	28-Dec-13	ABOT 3 & 4 Dinner				783.00	108,122.46	Amrish
		SUB-TOTAL	61,054.70		42,527.10	2,362.30		(Total Expenditure = RM44,889.40; Balance RM16,165.30) Account Activities for ABOT1 cont till Feb 2014
Membership								
56	Jan-June 13	Fees Collection (banked-in)	700.00				108,822.46	14 Entrance Fee (EF) & Ordinary Annual Membership Fee (OAMF)
57	2013	Fees Collection (Cash)		3,210.00			112,032.46	38 EF&OAMF, 1 OAMF, 1 EF& Corporate AMF & 3 EF & Life Membership Fee
		SUB-TOTAL	700.00	3,210.00				Total Fees Collected in 2013 = RM 3,910.00
Miscellaneous								
58	2-Apr-13	3 Receipt Books				4.50	112,027.96	
		SUB-TOTAL				4.50		
		TOTAL 2013	201,988.69	4,690.00	94,738.73	4,730.70		Total Collected in 2013 = RM 206,678.69
		BALANCE FROM 2012	3,457.50	1,361.20				Total Spent in 2013 = RM 99,469.43
		TOTAL 2012 + 2013	205,446.19	6,051.20				
		GRAND TOTAL	211,497.39		99,469.43		112,027.96	Cash in hand= RM 1,320.50 Current Account = RM 110,707.46

IV. MBBA Financial Report 2014

No	Date	Transactions	Credit (RM)		Debit (RM)		Balance (RM)	Description
			Current Acc	Cash	Current Acc	Cash		
1	1-Jan-14	Opening Balance					112,027.96	Cash in hand= RM 1,320.50; Current Account = RM 110,707.46
MABOT 1 Phase 1-4 (2013)								
2	21-Jan-14	BEP sponsorship for ABOT Phase 4 Invoice 10 (RM3,760.90) & Invoice 15 (RM 496.20)	4,257.10				116,285.06	Inv 10: Travel reimbursement for 7outstation participants; Inv 15 (stationary RM76.20 & photography RM420.00)
3	27-Jan-14	ABOT 3 & 4 Claims for Stationaries, Photocopy, Medication & Dinner			1,765.90		114,519.16	Dr Chang Li-Yen et al Cheque No: 995084
4	27-Feb-13	ABOT 1-4 Balance of venue & transportation fees			9,200.00		105,319.16	Bendahari Univ Malaya Cheque No: 995085, Total Sponsorship from BEP = RM 65,581.80, Total Expenditure = RM 55,855.30. Balance from ABOT 2013/14 = RM 9,726.50
		SUB-TOTAL	4,257.10		10,965.90			Balance from ABOT in 2014 = - RM6,708.80
Biorisk Awareness for HCW TB (17-18 Sept 2014) & EVD (19 Sept 2014)								
5	23-Sep-14	Bags, stationaries & pendrives for workshops (No fees collected)				335.35	104,983.81	
		SUB-TOTAL				335.35		

No	Date	Transactions	Credit (RM)		Debit (RM)		Balance (RM)	Description
			Current Acc	Cash	Current Acc	Cash		
Membership								
6	2014	Fees Collection (Banked-in)	770.00				105,753.81	9 Entrance Fee (EF) & Ordinary Annual Membership Fee (OAMF), 1 EF & Corporate AMF
7	2014	Fees Collection (Cash)		640.00			106,393.81	2 EF & Life Membership Fee (LMF)
		SUB-TOTAL	770.00	640.00				Total Fees Collected = RM 1,410.00
		TOTAL 2014	5,027.10	640.00	10,965.90	335.35		Total Collected in 2014 = RM 5,937.10
		BALANCE FROM 2013	110,707.46	1,320.50				Total Spent in 2014 = RM 11,301.25
		TOTAL 2013 + 2014	115,734.56	1,960.50				
		GRAND TOTAL	117,695.06		11,301.25		106,393.81	Cash in hand= RM 1,625.15 Current Account = RM 104,768.66

V. MBBA Financial Report Till 25 May 2015

No	Date	Transactions	Credit (RM)		Debit (RM)		Balance (RM)	Description
			Current Acc	Cash	Current Acc	Cash		
1	1-Jan-15	Opening Balance					106,393.81	Cash in hand= RM 1,625.15; Current Account = RM 104,768.66
MBOT 2 Phase1-4 (2015)								
2	May-15	Payment of 9 local staff			2,700.00		103,693.81	Thru' Ms Kathryn TBL Cheque No: 995088
3	22-May-15	Payment of 10 local staff				3,000.00	100,693.81	RM300/individual
4	May-15	ABOT Phase 1 (Venue & Transportation)			3,000.00		97,693.81	Ketua Akauntan Kem Pertahanan Cheque No: 995087
Membership								
5	2015	Fees Collection (Banked-in)	6,320.00				104,013.81	
6	2015	Fees Collection (Cash)		990.00			105,003.81	Backdated OAMF (2013-15) RM90X7=RM630, Bacdated OAMF (2014-15) RM60 & LMF RM300
Miscellaneous								
7	14-May-15	Payment of 8th A-PBA Conf 2013		650.00			105,653.81	Dr. R Thayan
8	22-May-15	MBBA Website maintenance			5,948.00		99,705.81	NEUDIMENXION Cheque No: 995086

Cash in hand (25 May 15) = RM 265.15



(Dr. Zainah Saat)
Treasurer, MBBA
26-May-15