

POLICIES AND GUIDELINES ON
EXPENSE, TERMINAL AND ANNUAL REPORTS EFFECTIVE SY 2013-2014

EXPENSE REPORT

Expense Report is the breakdown and liquidation of expenses incurred during the project which is submitted by the student organizations/councils to the Office of the Vice-Rector for Finance.

Student organizations/councils must furnish the UST-SIMBAHAYAN Community Development Office a copy of the **Expense Report and the Official Receipt** of the returned excess budget as received by the Office of the Vice Rector for Finance **two weeks** after the implementation of the project. **New project proposal** of organizations who failed to submit the Expense Report of their previous project will not be processed.

TERMINAL REPORT

Terminal Report is the complete documentation of the project submitted by the student organizations/councils to their respective **Adviser**.

Student organizations/councils must submit the **Terminal Report** of their project **two weeks after the activity**. **New project proposal** of organizations who failed to submit Terminal Report of their previous project will not be processed. Likewise, project proposal of organizations with incomplete terminal report will not be entertained unless they complete their report.

ANNUAL REPORT

Annual Report is composed of the general overview of the community development program and compilation of all the Terminal Reports of the Faculty/College to be prepared by the Community Development Coordinator that is duly endorsed by the Dean and the Regent.

Annual Report should be submitted by the Faculty/College Community Development Coordinator to the UST- SIMBAHAYAN Community Development Office on or before **March 30 of the current school year**. Annual Report not received during this date will not be included in the General Annual Report that will be submitted to the Deans and the Rector at the end of May of each year.

UNIVERSITY OF SANTO TOMAS
UST-SIMBAHAYAN COMMUNITY DEVELOPMENT OFFICE

Note:

- All reports should follow the template required by the UST-SIMBAHAYAN Community Development Office.

cf: OVRRA/Vice Rector for Finance/CD Coordinators/Deans/Administrative Offices