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### **PURPOSE:**

The purpose of the Hospital Master Budget is to have an overview of the appropriate projection of income and expenses for the twelve months' operation of the hospital.

### **SCOPE:**

Applies to all Budget and Cost Department staff of Dr. Pablo O. Torre Memorial Hospital

### **PERSON RESPONSIBLE:**


Budget & Cost Supervisor, Budget and Cost Manager, Controller, Chief Finance Officer, MANCOM

### **GENERAL GUIDELINES:**

1. The Hospital Master Budget is the Management's operational tool acquiring resources to provide high standards of medical care. It also provides a framework for overall calendar planning and management.
2. The Hospital Master Budget is done every 3<sup>rd</sup> week of the given year or depends upon the set schedule of the Metro Pacific Hospital Holdings, Inc. (MPHHI).

### **PROCEDURE:**


1. After the budget hearing, the Budget & Cost Manager and Budget & Cost Supervisor prepares the operating expenses for consolidation.
2. The Controller prepares the other expenses like cost of sales, discounts, for consolidation.
3. The Budget & Cost Manager consolidates the operating expenses, salaries and benefits.

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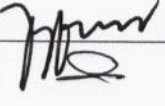
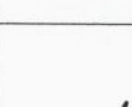
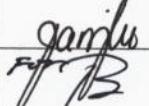
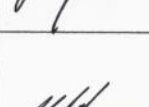

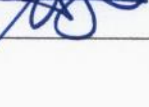
4. The Controller consolidates the revenue and other expenses.
5. The Controller encodes the consolidated revenue and other expenses to the standard template used by the hospital.
6. The Budget & Cost Supervisor encodes the consolidate operating expenses, salaries and benefits to the standard template used by the hospital.
7. The Budget & Cost Supervisor notes the changes made by the Controller, if deemed necessary.
8. The Budget & Cost Manager checks the output of the Budget & Cost Supervisor.
9. The Controller makes a summary of the Hospital Master Budget for presentation to the MANCOM.
10. The Controller presents the Hospital Master Budget to the MANCOM for review and evaluation.
11. The Controller reflects changes or additional inputs made by the MANCOM, if needed.
12. The President and CEO, sets another meeting in finalizing the Hospital Master Budget.

#### **REFERENCE:**

Borad, S. B. (2020, April 5). *Master budget*. EfinanceManagement. <https://efinancemanagement.com/budgeting/master-budget>

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**APPROVAL:**

	Name/Title	Signature	Date
Prepared by:	<b>MA. LIZA A. LESAGUIS, MBA, FPCHA</b> Budget & Cost Manager		4/4/22
Verified:	<b>JEMELYN G FERRER, CPA, MBA, FPCHA</b> Controller - DA		4/5/22
Reviewed:	<b>DENNIS C. ESCALONA, MN, FPSQua</b> Quality Assurance Supervisor		04/04/22
Recommending Approval:	<b>JULIE ANNE CHRISTINE J. KO, CPA, MBA, FPCHA</b> Chief Finance Officer - DA		4/6/2022
	<b>HENRY F. ALAVAREN, MD, FPSMID</b> Total Quality Division Officer		6/2/2022
	<b>SOCORRO VICTORIA L. DE LEON, CPA, MBA, FPCHA, PhD</b> Vice President - Chief Operating Officer		06/17/2022
Approved:	<b>GENESIS GOLDI D. GOLINGAN</b> President and CEO		6/23/22






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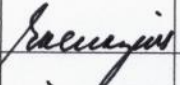
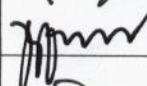
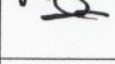
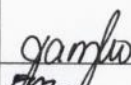

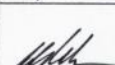
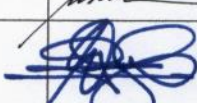
KEY TASKS	PERSON RESPONSIBLE
1. Prepares the operating expenses for consolidation after budget hearing.	Budget & Cost Supervisor and Manager
2. Prepares the other expenses like cost of sales, discounts, for consolidation.	Controller
3. Consolidates the operating expenses, salaries and benefits.	Budget & Cost Manager
4. Consolidates the revenue and other expenses.	Controller
5. Encodes the consolidated revenue and other expenses to the standard template used by the hospital.	
6. Encodes the consolidate operating expenses, salaries and benefits to the standard template used by the hospital.	Budget & Cost Supervisor
7. Notes the changes made by the Controller, if deemed necessary.	
8. Checks the output of the Budget & Cost Supervisor	Budget & Cost Manager
9. Makes a summary of the Hospital Master Budget for presentation to the MANCOM.	Controller
10. Presents the Hospital Master Budget to the MANCOM for review and evaluation.	
11. Reflects changes or additional inputs made by the MANCOM, if needed.	

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12. Sets another meeting in finalizing the Hospital Master Budget.	President & CEO
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**APPROVAL:**

	Name/Title	Signature	Date
Prepared by:	<b>MA. LIZA A. LESAGUIS, MBA,FPCHA</b> Budget & Cost Manager		4/4/22
Verified by:	<b>JEMELYN G. FERRER,CPA,MBA,FPCHA</b> Controller		4/5/22
Reviewed:	<b>DENNIS C. ESCALONA, MN, FPSQua</b> Quality Assurance Supervisor		4/05/2022
Recommending Approval:	<b>JULIE ANNE CHRISTINE J. KO, CPA, MBA, FPCHA</b> Corporate Finance Officer - DA		4/6/2022
	<b>HENRY F. ALAVAREN, MD,FPSMID, FPSQua</b> Total Quality Division Officer		4/7/2022
	<b>SOCORRO VICTORIA L. DE LEON,CPA, MBA, FPCHA, PhD</b> VP - Chief Operating Officer		04/12/2022
Approved:	<b>GENESIS GOLDI D. GOLINGAN</b> President and CEO		4/23/24



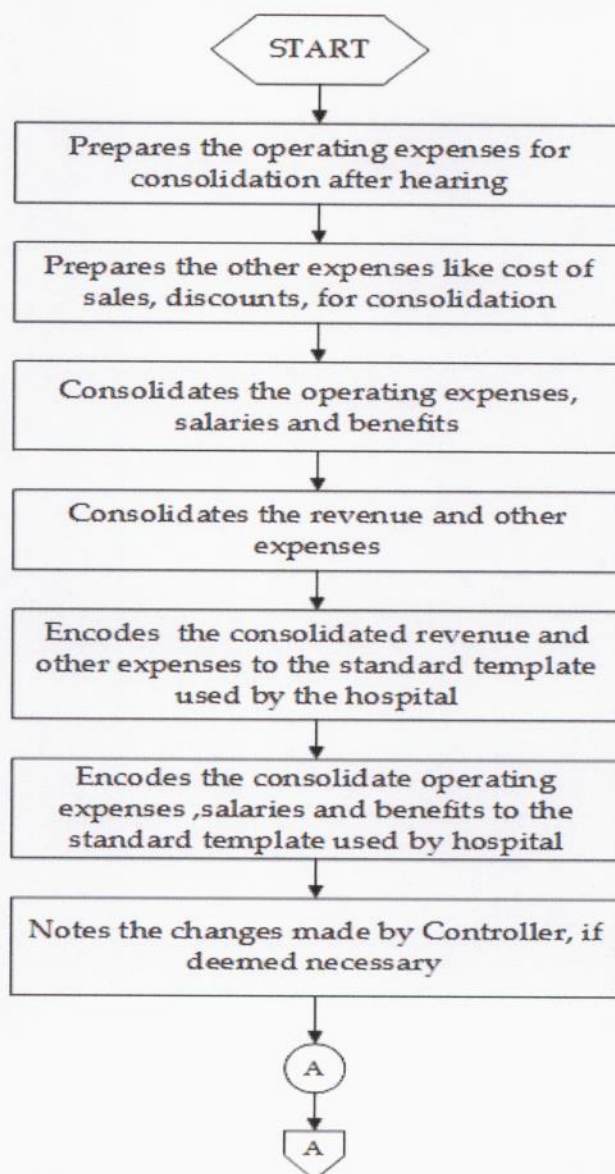


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## FLOWCHART

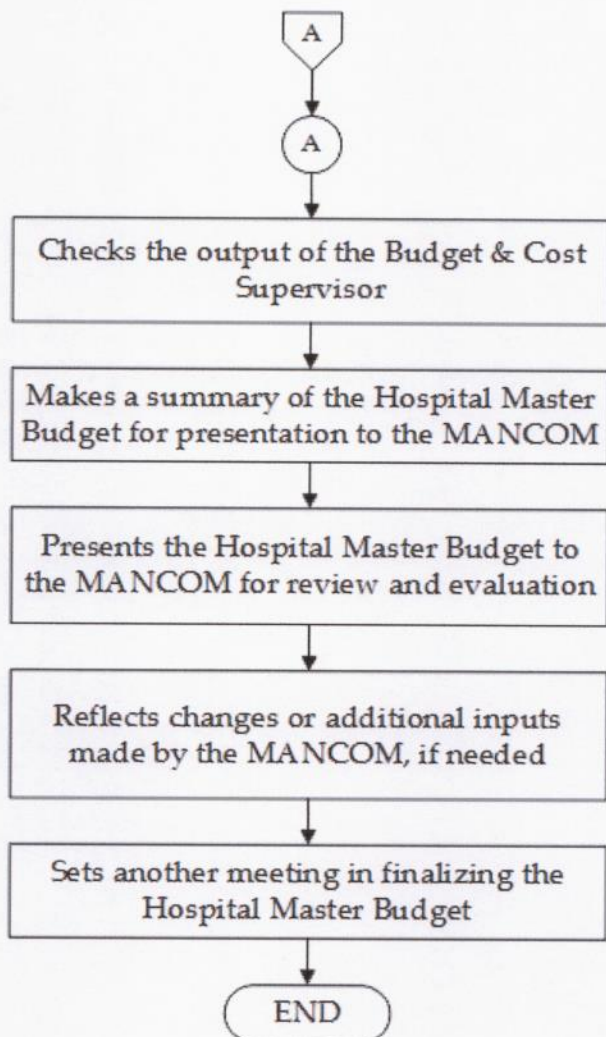





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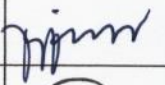

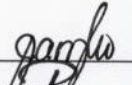



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**APPROVAL:**

	Name/Title	Signature	Date
Prepared by:	<b>MA. LIZA A. LESAGUIS, MBA, FPCHA</b> Budget & Cost Manager		6/8/22
Verified:	<b>JEMELYN G. FERRER, CPA, MBA, FPCHA</b> Controller		6/8/22
Reviewed:	<b>DENNIS C. ESCALONA, MN, FPCHA, FPSQua</b> Quality Assurance Supervisor		6/10/2022
Recommending Approval:	<b>JULIE ANNE CHRISTINE J. KO, CPA, MBA, FPCHA</b> Chief Finance Officer		6/10/2022
	<b>FREDERIC IVAN L. TING, MD</b> OIC- Total Quality Division		6/14/22
	<b>SOCORRO VICTORIA L. DE LEON, CPA, MBA, FPCHA, PhD</b> Vice President-Chief Operating Officer		06/17/2022
Approved:	<b>GENESIS GOLDI D. GOLINGAN</b> President and CEO		6/23/22