



MARITIME INDUSTRY AUTHORITY

28 March 2003

FLAG STATE ADMINISTRATION ADVISORY NO. 41

Series of 2003

**TO : ALL SHIPPING COMPANIES AND SHIP OPERATORS
ENGAGED IN THE INTER-ISLAND TRADE AND OTHERS
CONCERNED**

SUBJECT : REVISED CHART OF ACCOUNTS

In line with the current effort of this Authority in instituting greater transparency in the recording of shipping and cargo handling operations in the financial account of domestic water transport providers, a revised format of the Annual Financial Report of Operations is hereby introduced.

All concerned are hereby directed to adhere to the revised format as herein attached and forms an integral part of this Advisory.

Shipping cargo-handling, and other related transactions starting April 2003 should be recorded in the manner as herein prescribed without precluding the recording of such transactions from January 2003 March, 2003 in the said manner. Be advised that the revised format of the Annual Financial Report of Operations shall be strictly implemented through a Memorandum Circular to be issued subsequently.

For strict compliance.

(Sgd.) OSCAR M. SEVILLA
Administrator

INCOME STATEMENT

For the Period _____
(In Thousand Pesos)

	Last Year	This Year
OPERATING REVENUE		
Freight Revenue		
Passenger Revenue		
Revenue from Vessel Charter		
Other Vessel Revenue		
Canteen Sales		
Use of other facilities on Board		
Carriage of Mail		
Cargo Handling		
Storage		
Others		
TOTAL OPERATING REVENUE		
VESSEL OPERATING		
Fuel		
Bunker Fuel		
Diesel Fuel		
Special Fuel oil		
Lubricants		
Vessels Depreciation on Cost		
Vessels Depreciation on Appraisal Increment		
Drydocking, Repairs and Maintenance		
Stevedoring		
Salaries and Wages		
Contracted Services		
Ship Management		
Crewing		
Janitorial		
Security		
Others		
Food and Subsistence		
Commission Expense		
Insurance		
Protection and Indemnity Premiums		
Hull Insurance Premiums		
Cargo Insurance Premiums		
Supplies Used		
Deck and Engine Supplies		
Steward Supplies		

Water		
Pilotage and Tug Assistance		
Port Charges		
Charter Hire Expense		
Claims and Damages		
Taxes, Licenses and Fees		
Common Carriers Tax		
Other Taxes and Licenses		
Employee's Benefits		
COLA		
Other Benefits		
Miscellaneous Vessel Operating Expense		
TOTAL VESSEL OPERATING EXPENSE		
TERMINAL OPERATING EXPENSES		
CONTAINER YARD EXPENSES		
Depreciation on Cost		
Terminal Equipment & Facilities		
Container Vans		
Depreciation on Appraisal Increments		
Terminal Equipment & Facilities		
Container Vans		
Rentals		
Terminal Equipment & Facilities		
Container Vans		
Repairs & Maintenance Container Vans		
Terminal Equipment & Facilities		
Container Vans		
Salaries & Wages		
Contracted Services		
Terminal Management		
Cargo Operating Areas		
Janitorial and Security Services		
Cargo Operating Areas		
Others		
Fuel & Lubricants		
Terminal Handling and other Cargo Charges		
Storage		
Trucking		
Cargo/ Container handling		
Stripping and Stuffing		
Hustling and Shifting		
Cargo survey fee		

Terminal Communication, Light and Power		
Water and Other expenses		
Terminal Materials and Supplies		
Taxes & Licenses & Fees		
Insurance		
Container Vans		
Others		
Employee's Benefits - Allowances		
COLA		
Other Benefits		
Miscellaneous Terminal Operating Expenses		
TOTAL CONTAINER YARD EXPENSE		
CARGO HANDLING EXPENSES		
Depreciation on Cost		
Depreciation on Appraisal Increments		
Rentals		
Repairs and Maintenance		
Fuel and Lubricants		
Terminal Handling and Other Cargo Charges		
Trucking		
Cargo/container handling		
Stripping and Stuffing		
Hustling and Shifting		
Cargo survey fee		
Insurance		
TOTAL CARGO HANDLING EXPENSES		
TOTAL TERMINAL OPERATING EXPENSES		
GENERAL & ADMINISTRATIVE EXPENSES		
Salaries & Wages		
Contracted Services		
Information Technology Consultants		
Janitorial		
Security		
Others		
Rentals		
Employee's Benefits		
COLA		
Other Benefits		
Depreciation on Cost		
Depreciation on Appraisal Increment		
Transportation & Travel		

Power, Light & Water		
Advertising		
Professional & Legal Fees		
Insurance		
Taxes, Licenses & Fees		
MARINA Supervision Fees		
Other Taxes & Licenses		
Communications		
Office Supplies Used		
Representation Expense		
Bank Charges		
Repairs & Maintenance		
Membership & Assessment Dues		
Provision for Doubtful Accounts		
Contributions & Donations		
Miscellaneous General & Administrative Expenses		
TOTAL GENERAL & ADMINISTRATIVE EXPENSES		
TOTAL OPERATING EXPENSES		
NET OPERATING INCOME (LOSS)		
OTHER INCOME (EXPENSES)		
Rent Income		
Dividend Income		
Interest Income		
Miscellaneous Income		
Interest Expense		
Foreign Exchange Gain/Loss		
Miscellaneous Expense		
<i>Net Other Income (Expenses)</i>		
NET INCOME (LOSS) BEFORE TAXES		
LESS: Provision for Income Tax		
NET INCOME (LOSS) FOR THE YEAR		
RETAINED EARNINGS, BEGINNING		
ADDITIONS APPROP. FOR HIGHER		
COST OF PROPERTY & EQUIPT.		
DIVIDEND PAID		
PRIOR YEAR'S ADJUSTMENT		
RETAINED EARNINGS, END		

**UNIFORM CHART OF ACCOUNTS
FOR ALL MARINA-ACCREDITED
DOMESTIC SHIPPING ENTERPRISES**

This char Account and the subsequent proforma Income and balance Sheet Statements contain the minimum requirements that have to be followed by all MARINA-accredited domestic shipping enterprises in order to attain some degree of uniformity in their accounting procedures as well as in the presentation of financial operating results.

A. OPERATING REVENUES:

1. **Freight Revenues** – Revenue from carriage of cargo or freight charges.
2. **Passenger Revenue** – Revenue from carriage of passengers, passenger terminal fee, the refund and revalidation of passenger tickets, the provisions for meals, beddings, excess baggage charge.
3. **Revenue from Vessel Charter** – Revenue receivable by the company under contract for the charter of its vessels as well as slot rentals to other parties.
4. **Other Vessels Revenue** – All other income earned segregated as follows:
 - Canteen sales
 - Use of other facilities on board
 - Carriage of mail
 - Cargo handling
 - Storage
 - Others

B. VESSEL OPEATING EXPENSES:

1. **Fuel** – Includes all fuel used on board the vessels composed of the following:
 - Bunker
 - Diesel Fuel
 - Special Fuel Oil
2. **Lubricants** – This account refers to the cost of lubricating oils used by the vessels.

3. **Vessels Depreciation on Cost** – This account shows the depreciation charges on the cost of all depreciable vessels, any improvements on thereon, vessels equipment, as well as any improvements on leased vessels.
4. **Vessel Depreciation On Appraisal Increment** – This refers to the depreciation charges on all appraisal increment on the cost of vessels and any improvement thereon.
5. **Drydocking, Repairs and Maintenance** – This account includes all materials and labor expended in keeping the vessels seaworthy and operations.
6. **Stevedoring** – This account includes all charges in connection with the vessel's loading and unloading cargo, and stowing inside hatches, compartments and on-deck open spaces.
7. **Salaries and Wages** – These are expenses for salaries, wages and overtime pay for vessel officers and crew including the thirteenth month pay directly hired by the shipping line.
8. **Contracted Services** – These are expenses for services rendered by outside contractors, segregated as follows:
 - a. Ship management
 - b. Crewing
 - c. Janitorial
 - d. Security
 - e. Others
9. **Food and Subsistence** – This account includes all expenses in food for passengers and crew members.
10. **Commission Expenses** – All amounts payable as commission to booking offices and agencies are to be shown in this account.
11. **Insurance** – This represents insurance premiums to cover vessels, cargo and passengers segregated as follows:
 - a. Protection and Indemnity Premiums
 - b. Hull Insurance Premiums
 - c. Cargo Insurance premiums
12. **Supplies Used** – This expense includes the cost of all deck, engine, and steward supplies used for the vessel's operation such paints, cables, wires, life jackets, waste cotton, kitchenware, linen, cost of laundry, toiletries, and other consumables segregated as follows:

- a. Deck and Engine Supplies
 - b. Steward Supplies
13. **Water** – This expense is for the cost of water supplies to the vessel.
14. **Pilotage Hire Expense** – This shall refer to the conduction of vessels into and undocking, shifting and tug assistance.