



Republic of the Philippines
Department of Finance
INSURANCE COMMISSION
1071 United Nations Avenue
Manila

Head Office:
P.O. Box 3589 Manila
FAX No. 522-14-34
Tel. Nos. 523-84-61 to 70
Website : www.insurance.gov.ph

Circular Letter No. : 19-2011
Date : March 29, 2011

CIRCULAR LETTER

TO : All Trusts for Charitable Uses doing business in the Philippines
SUBJECT : Filing of 2010 Annual Statements

- I. The Annual Statement showing the financial condition as of December 31, 2010 shall be signed and sworn to by the members of the board of trustees including the president, secretary, treasurer and chief accountant.
- II. Enclosed is one (1) blank form of the prescribed Annual Statement to be accomplished and submitted in duplicate copies.
- III. Care must be taken to reflect correct figures only.
- IV. The filing fee is ten pesos (₱10.00) with five hundred pesos (₱500.00) penalty for each day of delay.

Please file your 2010 Annual Statements on or before April 30, 2011 to avoid penalty.


EMMANUEL F. DOOC
Insurance Commissioner



ANNUAL STATEMENT

OF THE

NAME OF TRUST

ADDRESS

SUBMITTED TO THE

INSURANCE COMMISSION

MANILA, PHILIPPINES

FOR THE

YEAR ENDED DECEMBER 31. _____

CERTIFICATION

This is to certify that the annual statement of the _____ was verified by the undersigned insurance specialist and/or analyst in accordance with the rules and regulation of this Commission.

Insurance Specialist

Date

INSTRUCTIONS

1. This Annual Statement is required by the Insurance Code to be filed on or before April 30 of each year.
2. The Name of Trust must be written or stamped at the top of all pages and schedules and upon all inserted schedules and loose sheets.
3. If no entries are to be made on Schedules, write "None", "Nil" or "Nothing" across the schedule in question.
4. Attach to the annual statement the following, if there is any:
 - a. Copy of Auditor's Report
 - b. Photocopy of bank statements, bank reconciliations, necessary documents (certificate of titles in case of real estate, investment ownership, etc.)
 - c. Adjusted Trial Balance, supporting schedules and notes, etc.

Name of Trust
BALANCE SHEET
 As of December 31, _____

ASSETS	CURRENT YEAR	PREVIOUS YEAR
1. Current Assets-		
1.1 Cash on Hand =P=		
1.2 Cash in Bank (Sch. A)	=P=	=P=
1.3 Dues Receivables (Sch. B)		
1.4 Accounts/Notes Receivables (Sch. C)		
1.5 Accrued Interest/Dividend-		
1.5.1 Accrued Interest-Bank(Sch. A)		
1.5.2 Accrued Interest Dividend-		
Investments-(Sch. D)		
1.6 Total Current Assets		
2. Investments		
2.1 Securities - (Sch. D)		
2.1.1 Bonds - (Part 1)		
2.1.2 Stocks - (Part 2)		
2.1.3 Short-term Investments (part 3)		
2.2 Real Estate (Sch. F)		
2.3 Other Investments - (Sch. E)		
2.3.1 Time Deposits		
2.3.2		
2.4 Total Investments		
3. Fixed Deposits (Sch. G)		
3.1 Equipment - net		
3.2 Furniture and Fixtures- net		
3.3 Other Fixed Assets-net		
3.3.1		
3.3.2		
3.4 Total Fixed Assets		
4. Other Assets		
4.1		
4.2		
4.3 Total Other Assets		
5. TOTAL ASSETS		
LIABILITIES		
6. Current Liabilities		
6.1 Accounts/Notes Payable		
6.2 Accrued Expenses		
6.2.1		
6.2.2		
7. Long-term Liabilities		
8. Other Liabilities		
8.1		
8.2		
9. TOTAL LIABILITIES		
NET WORTH		
10 Fund Balance, Beg. of Year		
11 Add: Net Receipts of Donations (Item 10, Exh. III, Page 5)		
12 Fund Balance, End of Year		
13 Retained Earnings, Beg. of Year		
14 Add: Net Income(Loss) Item B, Exh. II, Page 4)		
15 Retained Earnings, End of Year =P=		
16. TOTAL NET WORTH		
17. TOTAL LIABILITIES AND NET WORTH	=P=	=P=

Name of Trust
Statement of Cash Receipts and Disbursements
Covering the Period from January 1 to December 31, _____

EXHIBIT I"

1.	Donations/Contributions-(Exhibit III, Item 2, Page 5)		=P= _____
2.	Dues/Fees		
	2.1 _____	=P= _____	
	2.2 _____		
	2.3 _____		
3.	Proceeds from Performance Benefits		_____
4.	Proceeds from Sale/Disposal of Investments		
	4.1 _____	=P= _____	
	4.2 _____		
	4.3 _____		
5.	Interest/Dividends		
	5.1 _____	=P= _____	
	5.2 _____		
6.	Other Receipts		
	6.1 Proceeds from Sale/Disposal of Assets	=P= _____	
	6.2 _____		
	6.3 _____		
	6.4 _____		
7.	Gross Receipts		=P= _____
	Less Disbursements		
8.	Performance Benefits (Exhibit III, Item 8, Page 1	=P= _____	
9.	Cash Donations/Contributions/Awards (Exhibit III, Item 7, Page 5)		_____
10.	Operating Expenses (Exhibit IV, Column 1, Cash Basis, Page 6)		_____
11.	Purchase of -		
	11.1 REal Estate _____		
	11.2 Securities _____		
	11.3 Other Investments _____		
	11.4 Equipment _____		
	11.5 Furniture/Fixtures _____		
	11.6 Book/Periodicals _____		
	11.7 _____		
	11.8 _____		
12.	Other Disbursements		_____
	12.1 _____		
	12.2 _____		
	12.3 _____		
13.	Total Disbursements		_____
14.	Net Receipts (Item 7 less Item 13)		=P= _____
15.	Add: Cash Balance, beginning of Year		_____
16.	* Total Cash Balance, End of Year		=P= _____

Note * To reconcile with the total of Items 1.1 and 1.2 of Page 2

Name of Trust
Statement of Income and Expenses
 For the Year Ended December 31, _____

EXHIBIT III"

INCOME

1. Dues/Fees			
1.1	_____	=P=	_____
1.2	_____		_____
1.3	_____		_____
1.4	_____		_____
			=P=
2. Interest/Dividend Income			
2.1 Bank Deposits (Sch. A)		=P=	_____
2.2 Investments			_____
2.2.1 Securities (Sch. D)			_____
2.2.2 Short-Term (Sch. D)			_____
2.2.3 Other Investments			_____
2.2.4 _____			_____
3. Other Income			
3.1	_____	=P=	_____
3.2	_____		_____
3.3	_____		_____
3.4	_____		_____
4.	Gross Income		=P=
5. Less :	Operating Expenses - (Exhibit IV, column 3, Page 6)		_____
6. Net Income after deducting Operating Expenses :			
7. Less Other Expenses:			
7.1	_____	=P=	_____
7.2	_____		_____
7.3	_____		_____
7.4	_____		_____
8.	*Net Income (Loss) for the Year		=P=

Notes * To reconcile with Item 14, Page 2
 To exclude Income derived from Donations/
 contributions-(Exhibit I Item 2, Page 3)
 as well as expenses incurred (Exhibit I,
 Items 8 and 9, Page 3)

Name of Trust

Statement of Receipts of Donations
and
Distribution of Benefits
For the Year Ended December 31, _____

EXHIBIT III

1. Receipts:	
2. Cash - (to tally with Item 1, Exhibit I, Page 3)	=P= _____
3. Real Properties -	
3.1 Land	=P= _____
3.2 Building	_____
4. Personal Properties	
4.1 Investments	=P= _____
4.2 Equipment	_____
4.3 Furniture and Fixtures	_____
4.4 Books and Periodicals	_____
4.5 _____	_____
4.6 _____	_____
5. Gross Receipts	=P= _____
6. Less: Distribution of Benefits	
7. Cash - (to reconcile with Item 9, Exhibit I, page 3)	=P= _____
8. Performance Benefits - (to reconcile with Item 8, Exhibit I, page 3)	
8.1 _____	_____
8.2 _____	_____
8.3 _____	_____
8.4 _____	_____
8.5 _____	_____
8.6 _____	_____
8.7 _____	_____
8.8 _____	_____
9. Total Distribution of Benefits	_____
10. * Net Receipts of Donations	=P= _____

Notes: * To Reconcile with Item 11, Page 2
-- Exclusive of Administrative Expenses;
-- To include only those benefits specified
in the purposes for which the Trust was created

Annual Statement for the Year _____

of the _____

_____) S. S
_____)

_____) President

_____) Secretary and

_____) Treasurer of the

after being duly sworn each for himself deposes and says that they are the above-described officers of said trust, and that on the 31st day of December last, all the above-described assets were the absolute property of said trust, free and clear from any claim thereon, except as above-stated, and that the foregoing statement, with the schedules and explanations therein contained, annexed or referred to are full and correct Exhibit of all the Assets, Liabilities, Cash Receipts and Disbursements, Income and Expenses, Receipts of Donations and Distribution of Benefits, Operating Expenses and of the Condition and affairs of said Trust on the said thirty-first of December last, and for the year ended on that date, according to the best of their information, knowledge and belief, respectively.

_____) President

_____) Secretary

_____) Treasurer

Corporate Residence Certificate

No. _____, Issued at _____

_____, on _____

Subscribed and sworn to before me this _____ day of _____

_____) Notary Public

My commission expires on Dec. 31, _____

Doc. No. _____
Page No. _____
Book No. _____
Series of _____

=P=3.00
worth of
doc. stamp

Annual Statement for the Year Ended December 31, _____ of the _____

Schedule A

Balances (according to the Trust's records) carried in each bank on the last day of each quarter.

Name and Location of bank	First Quarter	Second Quarter	Third Quarter	Fourth Quarter	Amount of Interest			
					Received	Due and Accrued Current Year	Previous Year	
Current Deposit:								
Savings Deposit:								
Total								

Annual Statement for the Year Ended
December 31, _____ of the _____
SCHEDULE C

Other Receivables

Name of Debtor	Amount
<u>Accounts Receivables:</u>	
Total Accounts Receivables	
<u>Notes Receivables:</u>	
Total Notes Receivables	
<u>Other Receivables:</u>	
Total Other Receivables	
Grand Total	

Annual Statement for the Year Ended December 31, _____ of the _____
 Schedule D
Part 1 - Bonds

Description	Serial Number	Date		Face Value		Acquisition Cost	Interest		Remarks Encumbrance if any
		Acquired	Maturity	Per Cent	Total		Rec'd this year	Accrued CY PY	
Total									

Part 2 - Stocks

Description	Number of shares	Par Value Per Share	Book Value	Acquisition Cost	Rate	Market Value	Dividend Rec'd during the year	Dividend Due & Accrued		Date Acquired	Remarks Encumbrance if any
								CY	PY		
Total											

Annual Statement for the year ended December 31, _____ of the _____

Schedule D
Part 3 - Short-term Investments (Money Market Placements)

Description of Securities; Give complete & accurate description of Securities: Type, Serial Number, etc.	Date		Purchased from	Acquisition Cost	Rate	Collected during the year	Interest			Name & Amount of encumbrance if any
	Acquired	Maturity					Previous during the year	Accrued current year		

