

# 5.22 Report of Programme

The report of the programme must be submitted to the approving authority 14 days after the completion of the programme. Use the **Programme Report Form (PRF)**.

**1. The report should include the following but not limited to:**

1. Achievement of the objectives;
2. Postmortem on any shortcomings;
3. Suggestions to improve similar future programmes;
4. Actual number of participants;
5. Actual programme schedule (not as given while applying for the approval of programme);
6. Name of guest(s);
7. Evaluation of the programme;
8. Attach pictures of the programme (4R);
9. Complete list of working committee and participants with their respective matriculation numbers;
10. Conclusion; and/or
11. Signature of the programme secretary who prepares the report.

**2. The Financial Report** of the programme should be submitted within 14 days after the completion of the programme. The report must include the following:

1. State the income (fees/sponsors/tickets) and expenditure of the programme (Please attach the relevant receipts/document)
2. All original receipts must be pasted neatly on A4 size paper with a heading on expenses on each page and certified by the advisor/Principal/Fellow/OIC;
3. Plain receipts must be stamped by the company/shop;
4. Expenditure without receipts must be written on a piece of A4 paper with details of purchase and certified by the advisor/Principal/Fellow;
5. If double receipts are obtained, please paste either one;
6. The treasurer of the programme must submit a copy of the financial report to the approving authority even though the programme is self-sponsored;
7. Items of expenditure must be tally with the items approved on the working paper/proposal; and
8. The report must be signed by the programme treasurer.

**NO** reimbursement shall be entertained more than **3 months** from the last date of the programme