

SWORN STATEMENT

We _____ and _____ President and Treasurer,
 respectively of _____ Foundation, Inc., with address at _____
 _____ hereby depose and state that:

In compliance with Section 4 of SEC Memorandum Circular No. 8 dated June 22, 2006 and SEC Memorandum Circular No. 4 dated March 7, 2013, we are stating the following information that relates to the preceding fiscal year _____, to wit:

STATEMENT OF SOURCES AND APPLICATION OF FUNDS (from: _____ to: _____)

TOTAL MEMBER'S EQUITY/ TOTAL FUND BALANCE / TOTAL CAPITAL / NET ASSETS, BEGINNING			P XXX
ADD: Sources for the Period (Breakdown of Total Receipts in the Statement of Operations)			
	Ref.	Amount	
(S1) Sched. of Contributions / Donations - Private Entities	S1		
(S2) Sched. of Contributions / Donations - Government Entities	S2		
(S3) Schedule of Miscellaneous Income	S3		
(S4) Schedule of Other Income	S4		
(S5) Others	S5		
Total Sources for the Period		-	P XXX
LESS: Application of Funds (Breakdown of Total Disbursements in the Statement of Operations)			
(A1) Accomplished project 1	AF	-	
(A2) Accomplished project 2		-	
(A3) Accomplished project 3		-	
(O1) On-going project 1		-	
(O2) On-going project 2		-	
General Administrative and Operating Expenses		-	
Total Applications for the Period			(PXXX)
TOTAL MEMBER'S EQUITY/ TOTAL FUND BALANCE / TOTAL CAPITAL / NET ASSETS, ENDING			P XXX

PLANNED PROGRAMS/ACTIVITIES (Year/s: _____)

Programs/Activities	Officer-in	Address/Contacts #	Project Location
P1			
P2			

Note: Please see attached Instruction Sheet

Further, we also state that:

- 1 A certification from _____ has been issued showing that the projects within its jurisdiction exist. Copies of said certifications are herein attached.
- 2 _____ is willing to allow the Commission and/or its duly authorized representative to conduct an audit and access its corporate and accounting books of records during reasonable hours of business on any business day after due notice.
- 3 _____'s donated funds are all declared and presently deposited in bank accounts (from banks supervised by BSP) disclosed in **Schedule CIB**.

We hereby certify that this Sworn Statement with duly attached schedules is executed to attest to the truth of the foregoing and for whatever legal purposes it may serve.

In witness thereof, we have hereunto affixed our signature this _____ day of _____, Philippines

President

Treasurer

Subscribed and sworn to before me, a Notary Public for and in _____ City, on _____, affiants personally appeared, exhibiting their respective competent evidence of Identification card _____ issued at _____ issued on _____.

NOTARY PUBLIC

Name of Foundation _____
 SEC Registration No.: _____
 Period: _____

S1

SCHEDULE OF CONTRIBUTIONS/DONATIONS - PRIVATE ENTITIES

Name of Foundation/Organization:	SEC Registration No.
For the year ended:	

S1	SCHEDULE OF CONTRIBUTIONS/DONATIONS - PRIVATE ENTITIES
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(a) No.	(b) Name and Address ¹	(c) Nationality ²	(d) Total Contributions	(e) Type of Contribution ³
1				Cash <input type="checkbox"/> Non/Cash <input type="checkbox"/> <i>(Complete Part II if there is a noncash contribution)</i>
2				Cash <input type="checkbox"/> Non/Cash <input type="checkbox"/> <i>(Complete Part II if there is a noncash contribution)</i>
3				Cash <input type="checkbox"/> Non/Cash <input type="checkbox"/> <i>(Complete Part II if there is a noncash contribution)</i>
4				Cash <input type="checkbox"/> Non/Cash <input type="checkbox"/> <i>(Complete Part II if there is a noncash contribution)</i>
5				Cash <input type="checkbox"/> Non/Cash <input type="checkbox"/> <i>(Complete Part II if there is a noncash contribution)</i>
6				Cash <input type="checkbox"/> Non/Cash <input type="checkbox"/> <i>(Complete Part II if there is a noncash contribution)</i>
7				Cash <input type="checkbox"/> Non/Cash <input type="checkbox"/> <i>(Complete Part II if there is a noncash contribution)</i>
8				Cash <input type="checkbox"/> Non/Cash <input type="checkbox"/> <i>(Complete Part II if there is a noncash contribution)</i>
9				Cash <input type="checkbox"/> Non/Cash <input type="checkbox"/> <i>(Complete Part II if there is a noncash contribution)</i>
10				Cash <input type="checkbox"/> Non/Cash <input type="checkbox"/> <i>(Complete Part II if there is a noncash contribution)</i>
11	Other (aggregate of all contributions which are individually below P100,000.00) - by nationality			Cash <input type="checkbox"/> Non/Cash <input type="checkbox"/> <i>(Complete Part II if there is a noncash contribution)</i>

(Note: Please use additional forms/sheets or extend the fields for disclosure if necessary)

TOTAL CONTRIBUTIONS/DONATIONS

¹A contributor or donor includes individuals, partnerships, corporations, associations, trusts and organizations.

²If supranational organization, indicate place of principal office or domicile.

³Contributions or donations reportable on the Schedule are contributions, donations, grants, bequests, devises, and gifts of money or property, amounting to P100,000.00 or more from each contributor or donor.

SCHEDULE OF CONTRIBUTIONS/DONATIONS - PRIVATE ENTITIES

Name of Foundation/Organization:	SEC Registration No.
For the year ended:	

S1-A	Noncash Property
-------------	-------------------------

(a) No.	(b) Description of Noncash Property Given	(c) Fair Market Value (or estimate)	(d) Date received
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

(Note: Please use additional forms/sheets or extend the fields for disclosure if necessary)

TOTAL NONCASH PROPERTY

SCHEDULE OF CONTRIBUTIONS/DONATIONS - GOVERNMENT ENTITIES

Name of Foundation/Organization:	SEC Registration No.
For the year ended:	

S2	SCHEDULE OF CONTRIBUTIONS/DONATIONS - Government Officers/Officials or Government Offices, Agencies or Instrumentalities
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(a) No.	(b) Government Unit and Address ¹	(c) Authorizing Officer ²	(d) Total Contributions	(e) Type of Contribution
1				Cash Non/Cash <i>(Complete Part II if there is a noncash contribution)</i>
2				Cash Non/Cash <i>(Complete Part II if there is a noncash contribution)</i>
3				Cash Non/Cash <i>(Complete Part II if there is a noncash contribution)</i>
4				Cash Non/Cash <i>(Complete Part II if there is a noncash contribution)</i>
5				Cash Non/Cash <i>(Complete Part II if there is a noncash contribution)</i>
6				Cash Non/Cash <i>(Complete Part II if there is a noncash contribution)</i>
7				Cash Non/Cash <i>(Complete Part II if there is a noncash contribution)</i>
8				Cash Non/Cash <i>(Complete Part II if there is a noncash contribution)</i>
9				Cash Non/Cash <i>(Complete Part II if there is a noncash contribution)</i>
10				Cash Non/Cash <i>(Complete Part II if there is a noncash contribution)</i>
11				Cash Non/Cash <i>(Complete Part II if there is a noncash contribution)</i>

(Note: Please use additional forms/sheets or extend the fields for disclosure if necessary)

TOTAL CONTRIBUTIONS/DONATIONS

¹List down the name and address of the government office, agency or unit and specify its chapter, regional or extension office, if applicable.

²Identify the name of responsible officer/official or authority approving the donation/contribution to the foundation

Name of Foundation _____
 SEC Registration No.: _____
 Period: _____

S2-A

SCHEDULE OF CONTRIBUTIONS/DONATIONS - GOVERNMENT AND ITS INSTRUMENTALITIES

Name of Foundation/Organization:	SEC Registration No.
For the year ended:	

S2-A Noncash Property

(a) No.	(b) Description of Noncash Property Given	(c) Fair Market Value (or estimate)	(d) Date received
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

(Note: Please use additional forms/sheets or extend the fields for disclosure if necessary)

TOTAL NONCASH PROPERTY

Name of Foundation _____
 SEC Registration No.: _____
 Period: _____

S3

SCHEDULE OF MISCELLANEOUS INCOME

Name of Foundation/Organization:	SEC Registration No.
For the year ended:	

S3	Schedule of Miscellaneous Income
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No.	Description of Income	Particulars	Amount
1	Interest Income from bank deposits (indicate FCDU* if applicable) Bank # 1 Bank # 2 Bank # 3		
2	Rental Income Lessee # 1 Lessee # 2 Lessee # 3 Lessee # 4		
3	Dividend Income Investee # 1 Investee # 2 Investee # 3 Investee # 4		
4	Proceeds from sale of Property, Plant or Equipment PPE # 1 PPE # 2 PPE # 3 PPE # 4		
5	Gains on Forex Transactions Cash and Cash Equivalents Receivables Payables Others		
6	Refunds / Reimbursements Nature # 1 Nature # 2 Nature # 3 Nature # 4		
7	Fair Value Gains on Trading Securities Trading Securities # 1 Trading Securities # 2 Trading Securities # 3 Trading Securities # 4		
8	Others Other sources not included above		

(Note: Please use additional forms/sheets or extend the fields for disclosure if necessary)

TOTAL MISCELLANEOUS INCOME

-

*Foreign Currency Deposit Unit

SCHEDULE OF OTHER INCOME

Name of Foundation/Organization:	SEC Registration No.
For the year/s ended:	

S4	Schedule of Other Income / Other Sources of Funds
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No.	Project Name (and description)	Period Covered	Amount
1	E.g. Annual Garage Sale / Fund-raising Activity		
2			
3			
4			
5			
6			
7			
8			
9			

(Note: Please use additional forms/sheets or extend the fields for disclosure if necessary)

TOTAL OTHER INCOME	-
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Name of Foundation _____
 SEC Registration No.: _____
 Period: _____

S5

OTHERS

Name of Foundation/Organization:	SEC Registration No.
For the year/s ended:	

S5 | **Schedule of Other Sources of Funds other than listed in S1,S2,S3 and S4.**

(a) No.	(b) Nature	(c) Particulars	(d) Amount
1	Borrowings (Name of Lender and Address)	Term to Maturity	
2			
3			
4			
5			
6			
7			
8			

(Note: Please use additional forms/sheets or extend the fields for disclosure if necessary)

TOTAL OTHER SOURCES

Name of Foundation: _____
 SEC Reg. No.: _____
 Period: _____

AF

STATEMENT OF APPLICATION OF FUNDS

Particulars	PROJECT INDEX					Gen. Admin OPEX	TOTAL
	A1	A2	A3	O1	O2		
	(PROJECT TITLE)	(PROJECT TITLE)	(PROJECT TITLE)	(PROJECT TITLE)	(PROJECT TITLE)		
Allocated Budget							
CAPEX / Inventory:*							
Asset Class #1							-
Asset Class #2							-
Asset Class #3							-
Asset Class #4							-
Asset Class #5							-
Inventory #1							-
Inventory #2							-
Inventory #3							-
Inventory #4							-
Subtotal	-	-	-	-	-		-
OPEX Breakdown:							
Consultants							
Service Contracts							
Travels & Transportation							
Training							
Meetings & Conferences							
Supplies							
Communications							
Courier and Freight							
Utilities							
Bank Charges							
Permits and Licenses							
Donations							
Repairs & Maintenance							
Depreciation							
Promotions							
Miscellaneous							
Subtotal	-	-	-	-	-	-	-
TOTAL Applications	-	-	-	-	-	-	-

(Note: Please use additional forms/sheets or extend the fields for disclosure if necessary. Refer further to Instructions Sheet)

**Asset Class pertains to grouped items of asset per accounting policy identified in line with its nature, estimated useful life or use.
 (E.g. Office Equipment are identified in an asset class separate from Land or Building)*

Name: _____
 Reg. No.: _____
 Period: _____

ACCOMPLISHED/ON-GOING PROJECTS/PROGRAMS

PROJECTS BENEFICIARIES				Ref	CERTIFICATE OF EXISTENCE
Accomplished (A)	Officer-in-Charge	Address/ Contact #	Project Location		
A1				A1	
A2				A2	
A3				A3	
A4				A4	
A5				A5	
A6				A6	
A7				A7	
A8				A8	
A9				A9	
A10				A10	
A11				A11	
A12				A12	
A13				A13	
A14				A14	
On-going (O)	Officer-in-Charge	Address/ Contact #	Project Location		
O1				O1	
O2				O2	
O3				O3	
O4				O4	
O5				O5	
O6				O6	
O7				O7	
O8				O8	
O9				O9	
O10				O10	
O11				O11	
O12				O12	
O13				O13	

(Note: Please use additional forms/sheets or extend the fields for disclosure if necessary)

Name: _____
Reg. No.: _____
Period: _____

CIB

SCHEDULE OF BANK DEPOSITS

Account No.	Depository Bank (Branch)	Bank Address	Currency	Amount in PHP

(Note: Please use additional forms/sheets or extend the fields for disclosure if necessary)

**INSTRUCTIONS IN THE PREPARATION
OF SWORN STATEMENT OF SOURCES AND APPLICATION OF FUNDS**

- 1** The Sworn Statement of Sources and Application of Funds is practically a statement accounting for the change in FUND BALANCE from the beginning to the end of the current fiscal period. It does not account for the change in CASH BALANCE. The said statement should reconcile with the financial statement for even period.

- 2** Please do not leave any space blank. Disclosures may be made in the statement preferably in the form of a sentence. N/A is discouraged.

- 3** A1 stands for Accomplished Project No. 1, A2 stands for Accomplished Project No. 2, so forth and so on. O1 stands for On-Going Project No. 1, O2 for On-Going Project No.2, so forth and so on.

- 4** S1 Stands for Source of Funds No.1, and so on whereas AF stands for Schedule of Application of Funds.

- 5** Sources and Application of Funds should be itemized by indicating the names and addresses of the Donors and Payees identifying their nationalities, the amount of contribution/donation and whether such amount is received in cash or as a non-cash contribution/donation. Non-cash receipts should disclose the Description of the noncash property, fair market value/best estimate and the date of receipt.
Please refer closely to footnotes provided per proforma schedule.

- 6** Reporting Application of Funds should be on a project basis.

- 7** Please report/indicate the exact name or title of the project/activity of the foundation. All certifications of project existence should likewise indicate the exact title or name of the project/activity as reported in the Sworn Statement.