## 16. Maintenance and Other Operating Expenses

16.1 Traveling Expenses

Particulars	2016
Traveling Expenses – Local	1,467,596.16
Traveling Expenses – Foreign	475,476.44
<b>Total Traveling Expenses</b>	1,943,072.60

16.2 Training and Scholarship Expenses

Particulars Particulars Particulars Particulars	2016
Training Expenses	1,179,666.66
Scholarship Grants/Expenses	0.00
<b>Total Training and Scholarship Expenses</b>	1,179,666.66

16.3 Supplies and Materials Expenses

Particulars	2016
Office Supplies Expenses	668,040.73
Fuel, Oil and Lubricants Expenses	322,501.53
<b>Total Supplies and Materials Expenses</b>	990,542.26

16.4 Utility Expenses

Particulars	2016
Water Expenses	147,932.84
Electricity Expenses	830,960.15
<b>Total Utility Expenses</b>	978,892.99

16.5 Communication Expenses

Particulars	2016
Postage and Courier Services	51,661.00
Telephone Expenses-Mobile	416,103.91
Telephone Expenses-Landline	294,365.82
Internet Subscription Expenses	160,552.25
Total Communication Expenses	922,682.98

16.6 Confidential, Intelligence and Extraordinary Expenses

Particulars Particulars Particulars Particulars	2016
Extraordinary and Miscellaneous Expenses	117,600.00

## 16.7 Professional Services

Particulars Particulars Particulars Particulars	2016
Other Professional Services	1,275,691.11
Security Services	791,044.98
<b>Total Professional Services</b>	2,066,736.09

16.8 Repairs and Maintenance

Particulars	2016
Repairs and Maintenance - Buildings and Other	
Structures	110,979.34
Repairs and Maintenance - Machinery and Equipment	181,597.00
Repairs and Maintenance - Transportation Equipment	295,232.55
Total Repairs and Maintenance	587,808.89

16.9 Taxes, Insurance Premiums and Other Fees

Particulars	2016
Fidelity Bond Premiums	25,500.00
Insurance Expenses	123,907.90
Total Taxes, Insurance Premiums and Other	
Fees	149,407.90

16.10 Other Maintenance and Operating Expenses

Particulars	2016
Advertising Expenses	123,745.04
Printing and Publication Expenses	151,400.00
Representation Expenses	6,410,074.21
Transportation and Delivery Expenses	154,545.10
Subscription Expenses	36,652.00
Donations	180,932.00
Other Maintenance and Operating Expenses	118,707.30
Total Other Maintenance and Operating	
Expenses	7,176,055.65

17. Non-Cash Expenses

Particulars	2016
Depreciation - Land Improvements	296,340.93
Depreciation - Buildings and Other Structures	534,471.24
Depreciation - Machinery and Equipment	1,377,535.88
Depreciation - Transportation Equipment	215,428.61
Depreciation - Furniture, Fixtures and Books	53,724.02
Depreciation - Other Property, Plant and Equipment	4,014.00
Total Depreciation	2,481,514.68