



**KASAGANA-KA Mutual Benefit Association, Inc.**  
**3<sup>rd</sup> Regular Meeting of the Board of Trustees**  
**via Zoom Teleconference**  
**June 12, 2020 8:30 am**

**In Attendance:**

Board of Trustees:

- |                             |                           |
|-----------------------------|---------------------------|
| 1. Enriqueta V. Navarro     | -President                |
| 2. Alma D. Gilbaliga        | -Vice President           |
| 3. Lilibeth C. Molina       | -Treasurer                |
| 4. Brenda F. Lumbao         | -Secretary                |
| 5. Teresita D. Padel        | -Board Member             |
| 6. Rita T. Dela Cruz        | -Board Member             |
| 7. Jenifer L. Abao          | -Board Member             |
| 8. Philip Arnold P. Tuaño   | -Independent Board Member |
| 9. Atty. Gettie C. Sandoval | -Independent Board Member |

**Also Present:**

Board of Advisers:

10. Chona B. Capayas
11. Isabel M. Iliw-iliw
12. Maria Anna dR. Ignacio

Board Member Emeritus

13. Leticia Rodriguez
14. Wenifreda Rodriguez

Management and Staff

- |                          |                  |
|--------------------------|------------------|
| 15. Silvida R. Antiquera | -General Manager |
| 16. Evelyn Lagmay        | -Finance Manager |



## ORDER OF BUSINESS

- I. Call to Order
- II. Prayer
- III. Determination of Quorum
- IV. Approval of Proposed Agenda
- V. Reading and Approval of the minutes of the previous meeting
- VI. Business Arising
- VII. Financial Report
  - a. Financial Statement for the month of March 2020
  - b. Investment as of June 11,2020
- VIII. Operations Update
  - a. Claims
  - b. Lapsed Accounts
- IX. Financial Management and Accounting Manual
- X. Upcoming Schedule
  - a. Coordinators' Meeting via Zoom
  - b. 14<sup>th</sup> Annual General Meeting
- XI. Schedule of next regular/special board meeting
- XII. Adjournment

## DISCUSSION HIGHLIGHTS

I. The meeting started at 8:30 a.m. with a prayer.

### II. Quorum and Agenda

Board Secretary Brenda announced the presence of a quorum. Pres. Enriqueta presented the proposed agenda for the day's meeting. It was approved by the Board upon motion by BoT Alma, duly seconded by BoT Lilibeth.

### III. Reading and Approval of the Minutes of the Meeting

The minutes of the previous meeting were provided ahead of the meeting. Pres. Enriqueta asked the Board for clarification or comments that needed discussions.

With no further questions, BoT Jennifer moved to approve the minutes of the previous meeting seconded by Independent Board Randy.

### IV. Business Arising

GM Salve gave an update on the acquisition of KMBA's Occupancy Permit which was delayed due to the restricted movement and enhanced community quarantine implemented by the government. She added that works concerning variation orders approved started to resume last June 9. Moreover, Microsoft Office Software and Windows OS were already procured accordingly.

### V. Financial Report

#### A. Financial Statements

FM Eve presented the Statement of Financial Position as of March 31, 2020. The summary of the report is provided below.



Particular	As of March 31, 2020	As of March 31, 2019	Variance	
			Amount	%
Total Assets	Php 225,004,858.49	Php 213,377,355.10	Php 11,627,503.39	5%
Total Liabilities	151,787,334.26	139,327,408.66	12,459,925.60	9%
Total Fund Balance	73,217,524.23	74,049,946.53	(832,422.30)	-1.12%

On the other hand, the summary of the Income Statement for the month ended March 31, 2020 is as follows:

Particular	As of March 31, 2020	As of March 31, 2019	Variance Amount
Gross Revenue	Php 10,791,379.79	Php 13,414,038.57	(Php 2,622,658.78)
Total Benefit Expense	10,019,128.37	9,531,800.73	487,327.64
Total Operating Expense	2,918,518.47	2,366,804.56	551,713.91
Total Investment Revenue and Other Income	849,657.33	954,360.42	(104,703.09)
Net Surplus (Loss)	(Php 1,296,609.72)	Php 2,469,793.70	(Php 3,766,403.42)

B. Investments as of June 11, 2020

The portfolio mix as of June 11, 2020 is as follows:

Type of Investment	Current Placement
Cash in Bank	Php 7,679,536.17
Time Deposit	5,716,238.92
UITF	28,000,000.00
Government Securities	78,162,000.00
Corporate Bonds	6,000,000.00
Mutual Fund	5,000,000.00
Stocks	13,000,000.00
LTNCD	5,000,000.00
Investment Property	59,729,448.49
<b>TOTAL INVESTMENTS</b>	<b>Php 208,287,223.58</b>

With no further questions, BoT Teresita moved to accept the financial statements of March, 2020 and investment mix as of June 11, 2020, duly seconded by BoT Rita.

**VI. Operations Update**

**A. Claims**

GM Salve updated the Board about KMBA's continuous operation amidst the Enhanced Community Quarantine (ECQ) implemented by the government. She underscored the following claims released from March to June 5, 2020:

**Claims Released from March to June 5, 2020**

	Basic Life Insurance		Credit Life Insurance		Health Insurance		TOTAL	
	#	Php	#	Php	#	Php	#	Php
KCOOP Central	21	576,000.00	3	27,000.00	-	-	24	<b>603,000.00</b>
KCOOP East	35	524,000.00	3	21,000.00	4	5,400.00	42	<b>550,400.00</b>
KCOOP North	18	353,000.00	9	55,012.00	2	1,800.00	29	<b>409,812.00</b>
KCOOP South	17	300,000.00	3	20,244.00	-	-	20	<b>320,244.00</b>
CAPSR	15	301,000.00	5	30,847.00	-	-	20	<b>331,847.00</b>



	Basic Life Insurance		Credit Life Insurance		Health Insurance		TOTAL	
	#	Php	#	Php	#	Php	#	Php
JVO	2	60,000.00	-	-	1	400.00	3	60,400.00
<b>GRAND TOTAL</b>	<b>108</b>	<b>2,114,000.00</b>	<b>23</b>	<b>154,103.00</b>	<b>7</b>	<b>7,600.00</b>	<b>138</b>	<b>2,275,703.00</b>

Moreover, GM Salve emphasized that the number and amount of claims disbursed were in normal trend. She presented the following data of claims released from January to June 8, 2020:

**Claims Released from January to June 8, 2020**

	BLIP		CLIP		HIIP		K20	
	#	Php	#	Php	#	Php	#	Php
Jan	52	885,000.00	31	348,000.00	5	9,000.00	2	12,000.00
Feb	47	888,622.45	21	190,000.00	12	18,800.00	6	36,000.00
Mar	56	1,172,000.00	23	286,000.00	10	14,800.00	11	66,000.00
Apr	28	522,000.00	3	26,000.00	1	1,000.00	3	18,000.00
May	39	796,000.00	4	30,244.00	1	400.00	-	-
Jun	16	267,000.00	3	28,000.00	3	4,200.00	-	-
<b>TOTAL</b>	<b>238</b>	<b>4,530,622.45</b>	<b>85</b>	<b>908,244.00</b>	<b>32</b>	<b>48,200.00</b>	<b>22</b>	<b>132,000.00</b>

Furthermore, GM Salve disclosed data regarding the number of claims where causes of death were related to Pneumonia

<b>BLIP Report Summary: ALL KCOOP Claims since March 16, 2020 to Claims Associated with Pneumonia</b>		
Cluster	Branch/ SatO	Death Relating to Pneumonia
Central 2	Bagong Silang	3
Central 2	Novaliches New	1
East 1	Marikina	1
East 2	Padilla	2
East 2	Sumulong	2
East 3	Taytay	3
East 3	Cainta	1
North 1	Norzagaray	2
<b>GRAND TOTAL</b>		<b>15</b>

GM Salve assured the Board that KMBA's service delivery remains at 24-hour to three-day release of claims.

**B. Lapsed Accounts**

Aside from the claims disbursed, GM Salve reported the lapsed accounts of members in line with the discussion of grace period implemented due to the ECQ last Special Board Meeting.

Sector	Number of Members	Number of Dependents	Total	Amount (in Php)
KCOOP Central	6,968	27,872	34,840	7,169,760.00
KCOOP East	7,266	29,064	36,330	3,478,885.00
KCOOP North	5,723	22,892	28,615	3,351,150.00
KCOOP South	6,227	24,908	31,135	962,585.00
CAPSR	15,901	63,604	79,505	10,965,695.00
KMBA HO	870	3,480	4350	794,095.00



Sector	Number of Members	Number of Dependents	Total	Amount (in Php)
JVO	886	3,544	4,430	1,982,420.00
<b>TOTAL</b>	<b>43,841</b>	<b>175,364</b>	<b>219,205</b>	<b>28,704,590.00</b>

GM Salve explained that figures included the grace period implemented during the lockdown which equates to 106 days or 15 weeks amounting to a total of Three Hundred (Php 300.00) Pesos. She added that amount in excess to that signifies lapsed accounts even before the grace period was implemented. Further, she said that detailed reports were sent to satellite offices already.

GM Salve expressed her appreciation on good news from satellite offices that began paying lapsed accounts. With optimism, she said to the Board that KMBA will exert more its effort in coordinating with KCOOP and partners in addressing lapsed accounts which will be beneficial to both members and the organization.

#### **VII. Financial Management and Accounting Manual**

In a Special Meeting with the Independent Board Members held on March 2, 2020, FM Eve discussed and presented the draft of KMBA Financial Management and Accounting Manual subject for review. In the said meeting, Sir Randy and Atty. Gettie, alongside with GM Salve, shared key points for the enhancement of the draft.

As a result, Sir Randy presented to the Board the final version of the KMBA Financial Management and Accounting Manual. He explained that the manual describes the accounting policies, systems, and procedures being used by KMBA. He added that it covers the input, processing, output, control, and distribution of financial data.

Sir Randy assured the Board that FM Eve effected the key points recommended during the Special Meeting.

BoT Lilibeth moved to approve the use of KMBA's Financial Management and Accounting Manual duly seconded by BoT Teresita.

**BOARD RESOLUTION NO. 2020-24:  
APPROVAL OF KMBA FINANCIAL MANAGEMENT AND ACCOUNTING MANUAL**

***RESOLVED**, to approve the use of KMBA Financial Management and Accounting Manual.*

#### **VIII. Upcoming Schedules**

- A. **Annual General Meeting.** July 29, 2020 via Zoom Teleconference
- B. **Coordinators' Meeting.** June 30, 2020 via Zoom Teleconference
- C. **4<sup>th</sup> Regular Board Meeting.** July 24, 2020 via Zoom Teleconference

#### **IX. Adjournment**

There being no other matters discussed, the meeting ended at 10:43 a.m.

Prepared by:

  
Brenda F. Lumbao  
Board Secretary