



**A Case Study of the Efficiency on Allocation of Fund in Pejabat Agama
Islam Daerah Hulu Selangor**

**NURUL HUSNA BT ZAINAL ABIDIN
2006140683**

**BACHELOR OF BUSINESS ADMINISTRATION (HONS)
FINANCE
FACULTY OF BUSINESS MANAGEMENT
MARA UNIVERSITY OF TECHNOLOGY
CITY CAMPUS MELAKA**

DATE

1 NOVEMBER 2009

**A Case Study of the Efficiency on Allocation of Fund in Pejabat Agama
Islam Daerah Hulu Selangor**

**NURUL HUSNA BT ZAINAL ABIDIN
2006140683**

**Submitted in Partial Fulfillment of the Requirement for the
Bachelor of Business Administration (Hons) Finance**

**FACULTY OF BUSINESS MANAGEMENT
MARA UNIVERSITY OF TECHNOLOGY
CITY CAMPUS MELAKA**

DATE:

1 NOVEMBER 2009

DECLARATION OF ORIGINAL WORK



**BACHELOR OF BUSINESS ADMINISTRATION (HONS)
FINANCE FACULTY OF BUSINESS MANAGEMENT
MARA UNIVERSITY OF TECHNOLOGY
CITY CAMPUS MELAKA**

“DECLARATION OF ORIGINAL WORK”

I, NURUL HUSNA BT ZAINAL ABIDIN, I/C Number: 850417-10-5168

Hereby, declare that,

- This work has not previously been accepted in substance for any degree, locally or overseas and not being concurrently submitted for this degree or any other degrees.
- This project paper is the result of my independent work and investigation, except where otherwise stated.
- All verbatim extracts have been distinguished by quotation marks and sources of my information have been specifically acknowledged.

Signature:

Date:

LETTER OF TRANSMITTAL

Faculty of Business and Management
MARA University of Technology
City campus
75350 Melaka

12 October 2009

Pn . Siti Normah Binti Awang Tuah
The Head of Program
Bachelor of Business Administration (Hons) Islamic Banking
Faculty of Business Management
MARA University of Technology
City Campus
75350 Melaka

Dear Madam,

A Case Study of the Efficiency on Allocation of Fund in Pejabat Agama Islam Daerah Hulu Selangor

I'm required to do a project paper on the above topic. I hereby submitted this report and I really hope that this work will fulfill the requirement for the Bachelor of Business Administration (Hons) Finance.

Thank you.

Yours sincerely,

NURUL HUSNA BT ZAINAL ABIDIN
2006140683
Bachelor of Business Administration (Hons) Finance

ABSTRACT.

Fund is the process of funding, or providing capital (funds) for a transaction, a project, a person, a business or other private or public institutions. Budget is also important to manage the fund. A budget is a money plan. With it, you can organize and control your financial resources, set and realize goals, and decide in advance how your money will work for you. A budget can be as simple as it is powerful.

The budget planning is the forecasting made by the corporation, and it becomes one of the measures to check whether the organizational goals are achieved. The reasons for over or under-estimation can also be expressed in figures as for example objectively presented. The budget planning could contain cost accounting, sales forecasting, trading and profit and loss forecasting, balance sheet forecasting, and cash and fund flow forecasting. These all statements are made out before the accounting period, and could be adjusted during the periods in case of needs. The reviews could be done monthly, quarterly or/and yearly. The actual figures will be compared with the budgeted figures. Therefore, the reasons of unmatched part of whole budget can easily been seen and analyzed.

This case study will discuss about the efficiency on allocation of fund in Pejabat Agama Islam Daerah Hulu Selangor. The purpose of this study is to determine whether this organization manages the funds well or the method that they use is still relevant to use for the future. Or they have to change and to looking for other solution.