




INTER-OFFICE MEMO


Oct. 18, 2023 | 1:40 PM

To: All AIBI Employees
Subject: Business Planning Session for CY 2024

Dear Team,

Please be informed of the details and agenda for our upcoming Business Planning Session for CY 2024:

 **Date:** NOV. 23 to NOV. 25 (Thursday to Saturday)

 **Time:** Check in: 2pm / Check out : 12pm

 **Venue:** Lago De Oro Resort, Calatagan Batangas

Kindly submit your reports no later than **Nov. 15, 2023**

AGENDA: PLANNING SESSION CY 2024

PART 1: Financial Update

- 1.1. Overall Performance as of Oct. 31, 2023
- 1.2. Projected Income / Expense for Nov & Dec. 2023
- 1.3. Estimated Overall Income/Deficit for CY 2023
- 1.4 Interim Financial Statement CY 2023
- 1.5 Cash Position (Investments/ Bank Balances-PHP & USD)
- 1.6 IC Bank requirements by end of CY 2023

PART 2: 2023 Budget

- 2.1. Expense Projection for 2024 (With Comparative for CY2023)
- 2.2. Income Projection for 2024
- 2.3. Income and Budget Proposal CY 2024

PART 3: Marketing & Underwriting

- 3.1. Business Development Strategies & Prospects for CY 2024
- 3.2. Projected Monthly Renewals for 2024 (net of Non-Renewables)
- 3.3. Panel of Underwriters for CY 2024 (Financial Standing & Claims Efficiency)
- 3.4. Renewal Efficiency & Performance 2023 - MAM

PART 4: Collection

- 4.1. 3rd Quarter Collection Report
- 4.2. Outstanding Premiums & Bad Debts, if any
- 4.3. Policies/Billings for Reconciliation & Cancellation
- 4.4. Credit Memos (allocated and unallocated)
- 4.5. Cash Inflows/Outflows Summary for 2022 vs. 2023

PART 5: Claims

- 5.1. Summary of Claims Paid & Outstanding
- 5.2. Unresolved/Pending Claims, if any
- 5.3. Responsiveness & Efficiency Rating
- *Turnaround-Time to process claim after complete documentation-*
*Determination Factors**

PART 6: Other Matters

- 6.1. AIBI Industry Ranking
- 6.2. HMO License
- 6.3. BIR LOA
- 6.4. AIBI Handbook Addendum
- 6.5. Summer Outing

Your cooperation and timely submission of reports are highly appreciated. Should you have any questions or require further clarification, please do not hesitate to reach out.


APRIL LANE ASTROLOGO