

ABSTRACT

Wina Anggraini (2021011042)

BUDGET REALIZATION FOR ACTIVITY FUNDS AT PT XYZ SECURITIES

During the Professional Work (KP) at PT XYZ Securities, the intern was placed in the Retail Sales and Distribution Retail Division, working under the guidance of the Partnership team. The intern managed collaborative activities and prize distribution within the organization. The main focus was on establishing partnerships with external parties, planning joint activities, and handling budget proposals and distribution. The outlined steps include drafting memos, requesting budget approvals, documenting activities, and administering the distribution of prizes to eligible clients. Additionally, this report highlights the importance of interdepartmental coordination, including with the OAO and eChannel divisions, and the vital role of the Accounting division in ensuring fund disbursements are in accordance with established guidelines. The process concludes with prize distribution after all data has been verified and processed correctly. This system is designed to ensure efficiency, transparency, and accuracy in activity implementation and budget management.

Keywords: *Collaboration, Budget Proposal, Prize Distribution, Administration*