

Report on Ageing of Cash Advances
Schedule of Advances to Officers and Employees
As of December 31, 2013


Agency Name : **Balamban Water District**
 Agency Code : _____

Book No : _____
 Account Title : **Advances to Officers and Employees**
 Account Code : 134

Name	Date CA granted	Particulars	Reference	Total Amount	Amount Due				Remarks (state date of liquidation and reason why if liquidated after the cut-off date)
					Less than 30 days	31-60 days	61-365 days	Over 1 year	
A. Advances for Special Purposes									
1. Local Travel									
WILHELM GO	2009	payt of CA of the BCWD BOD for the travel expenses & per diem - attend the technical seminar for the board on May19-21,2009 at Baguio City	DV# 281	8,800.00				8,800.00	Liquidated March 12, 2014; separated from the agency
RAMON CALVO	2009	cash advance for VAWD & CEVAWD meeting at MCWD Cebu City on May 8, 2009.	DV# 274	1,520.00				1,520.00	Liquidated December 31, 2014; separated from the agency
2. Foreign Travel									
3. Special Activities/ Projects									
ISIDRO S. ENUMERABLES	26-Nov-13	Cash advance for transfer of ownership of lot#918 (25sq meters) Cambuhawe proposed reservoir (donor tax, doc stamps, transfer tax, notarial fee and deed of donation and RROW Agreement and Certification and Verification fee	DV# 2013-11-0781	10,000.00		10,000.00			Liquidated January 15, 2014 ; processing of papers takes too long
HAZEL MARIE N. BUHIA	17-Dec-13	Cash advance to cover fellowship dinner expenses (December 19, 2013)	DV# 2013-12-0832	40,000.00	40,000.00				Liquidated January 16, 2014 ; late submission of liquidation report

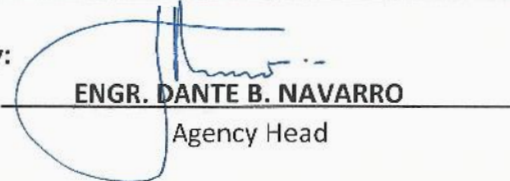
Name	Date CA granted	Particulars	Reference	Total Amount	Amount Due				Remarks (state date of liquidation and reason why if liquidated after the cut-off date)
					Less than 30 days	31-60 days	61-365 days	Over 1 year	
HAZEL MARIE N. BUHIA	23-Dec-13	Cash advance to cover renewal expenses of LTO registration (NISSAN FRONTIER)	DV# 2013-12-0840	5,000.00	5,000.00				Liquidated January 7, 2014; late submission of liquidation report
B. Advances to Regular									
Disbursing Officers									
1. Payroll									
2. Seminar/ Conference Expenses									
MARIA LIGAYA S. HAYAG	2-Sep-13	Cash advance to cover per diem and hotel accomodation in going to attend "Transformation Leadership and Governance Seminar this Sept. 5-6, 2013 at the Bayview Park Hotel, Roxas Blvd., Malate, Manila.	DV# 2013-09-0586	12,936.00			12,936.00		Liquidated January 15, 2014 ; late submission of liquidation report
TOTALS :				78,256.00	45,000.00	10,000.00	12,936.00	10,320.00	

Submitted by:


JANN RHELA A. LONGAKIT

Senior Accounting Processor B

Approved by:


ENGR. DANTE B. NAVARRO

Agency Head

Verified by:


LUCIA G. MELGAR

Head, Accounting Office