


Report on Ageing of Cash Advances
Schedule of Advances to Officers and Employees
As of December 31, 2014

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									
2. Foreign Travel									
3. Special Activities/ Projects									
HAZEL MARIE BUHIA	10-Dec-14	Cash advance to cover renewal of LTO registration and insurance of Nissan pick-up, Plate No. ZBC 781	DV# 2014-12-0903	5,000.00		5,000.00			Liquidated February 6, 2015 ; processing of papers takes too long
TISHA NORDE MARIE D. PILIOTAS	23-Dec-14	Cash advance to cover expenses " PASKO SA BALAMBAN 2014 " (entertainment talent fees, accomodation, transpo, decoration, sound system and etc.)	DV# 2014-12-0956	28,000.00	28,000.00				Liquidated January 5, 2015 ; late submission of liquidation report
B. Advances to Regular									
Disbursing Officers									
1. Payroll									
2. Seminar/ Conference Expenses									
TOTALS :				33,000.00	28,000.00	5,000.00	0.00	0.00	

Submitted by:


IANN RHELA A. LONGAKIT
 Senior Accounting Processor B

Approved by:


ENGR. DANTE B. NAVARRO
 Agency Head

Verified by:


LUCIA G. MELGAR
 Head, Accounting Office