

**Report on Ageing of Cash Advances
Schedule of Advances to Officers and Employees
As of December 31, 2015**

Agency Name: BALAMBAN WATER DISTRICT
Agency Code: _____

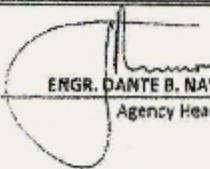
Book No.: _____
Account Title: Advances to Officers and Employees
Account Code: 134

Name	Date CA Granted	Particulars	Reference	Total Amount	Less than 30 days	Amount Due			Remarks (state date of liquidation and reason why if liquidated after the cut-off date)
						31-60 days	61-365 days	Over 1 year	
A. Advances for Special Purposes									
1. Local Travel									
2. Foreign Travel									
3. Special Activities/Projects									
DIOSDADO CLUIS	16-Nov-15	Cash advance to cover expenses for NTC license and identification renewal	Dv# 2015-01-00865	10,000.00		10,000.00			Liquidated January 10, 2016 ; processing of papers takes too long
B. Advances to Regular Disbursing Officers									
1. Payroll									
2. Seminar/Conference Expenses									
TOTALS:				10,000.00	-	10,000.00	-	-	


Certified Correct:


LUCIA G. MELGAR
Head, Accounting Office

Approved by:


ENGR. DANTE B. NAVARRO
Agency Head

Verified by:


BERNADETTE I. GLORIA
COA Audit Team Leader