

Report on Ageing of Cash Advances
Schedule of Advances to Officers and Employees
As of November 15, 2017

Agency Name : Belamban Water District
Agency Code : _____

Book No : _____
Account Title : Advances to Officers and Employees
Account Code : 1 99 01 040

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		N/A							
2. Foreign Travel		N/A							
3. Special Activities/ Projects		N/A							
B. Advances to Regular Disbursing Officers									
1. Payroll		N/A							
2. Seminar/ Conference Expenses		N/A							
TOTALS :									

Certified Correct:

Verified by:

ISIDRO S. ENVIERABLES
Commercial and Finance Division Manager

BERNARDETTE GLORIA
OIC, COA Audit Team Leader

Approved by:

ENGR. DANTE B. NAVARRO
General Manager

Date Submitted: 11/22/17