

Annex 3 - REPORT ON AGEING OF CAH ADVANCE
 Schedule of Advances to Officers and Employees
 As of November 15, 2014

Agency Name: TIAONG WATER DISTRICT
 Agency Code: _____

Book No.: _____
 Account Title: Due to Officers and Employees
 Account Code: 123

Name	Particulars	Reference / Check number	Total Amount	Amount Due				Remarks
				Less than 30 days	31 - 60 days	61-365 days	Over 1 year	
A. Advances to Special Purposes								
1. Local Travel								
Engr. Perseverando T. Atienza	Transportation going to Lopez, Quezon to attend QUAWD Meeting	10-14-0894 362843	3,000.00	3,000.00				Liquidation Report Submitted
2. Foreign Travel								
Engr. Perseverando T. Atienza	Full payment of Hotel Accomodation and other Incidental Expenses for Inter-Water Australia Conference on October 15 -16, 2014 at Melbourne, Australia	10-14-0839 362787	76,500.00		76,500.00			
2. Special Activities / Projects								
Ressie C. Umban	Purchase of Christmas Décor for TWD office	10-14-0939 362889	5,000.00	5,000.00				
A. Advances for Regular Disbursing Officer								
1. Payroll								

2. Seminar / Conference								
Engr. Perseverando T. Atienza	Travel Per diem & Incidental Expenses for STAWD Annual Convention on November 13-14, 2014 @ Bellevue Hotel, Alabang, Muntinlupa.	10-14-0938 362887	10,000.00	10,000.00				
Engr. Perseverando T. Atienza	Registration Fee for STAWD Annual Convention on November 13-14, 2014 @ Bellevue Hotel, Alabang, Muntinlupa.	10-14-0941 362891	26,000.00	26,000.00				
Margarito S. Lalunio	Seminar for Water Facilities Operator's Course on October 8-10, 2014 at San Pablo City WD	10-14-0847 362795	3,000.00		3,000.00			
3. Expenses								
Anselmo B. Adame	Water Analysis and Transportation Allowance of Municipal Sanitary Inspector for Bringing Water Samples and Getting Result @ IPHO Lab in Lucena City	10-14-0928 362877	3,450.00	3,450.00				

Prepared by:

WILFREDO I. MORALES
Sr. Accounting Processor A

Approved by:

ENGR. PERSEVERANDO T. ATIENZA
General Manager

Verified by:

MR. RAMON B. VALDENARRO
COA Resident Auditor

Date Submitted: _____