Annex 3 - REPORT ON AGEING OF CAH ADVANCE
Schedule of Advances to Officers and Employees
As of November 30, 2015

Agency Name: TIAONG WATER DISTRICT

Agency Code: _____

Book No.: _____

Account Tile: 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								
2. Foreign Travel								
3. Special Activities / Projects								
Karen A. Magsino	Purchase of Christmas Decors for TWD office.	DV#11-15-0919 397675	5,000.00	5,000.00				
Engr. Perseverando T. Atienza	Purchase of Christmas Decors for TWD office.	DV#11-15-0890 397646	7,500.00	7,500.00				
Josephine A. Remo	Purchase of 1 unit LX50 (Standalone Fingerprint Reader (Biometric Time Attendance & Payroll) for TWD office use.	DV#11-15-0875 397630	9,900.00	9,900.00				
Marycris M. Ilao	Purchase of 100 pcs. Padlock to be used for disconnection of service line with unpaid bills	DV#11-15-0801 397557	6,100.00	6,100.00				
B. Advances for Regular Disbursing Officer								
1. Payroll								

2. Seminar / Conference								
Wilfredo I. Morales	Expenses for 30th PICPA Annual National Convention @ Puerto Princesa City, Palawan on November 25 - 28, 2015	DV#11-15-0898 397654	25,500.00	25,500.00				
Engr. Perseverando T. Atienza	Additional Hotel Accomodation for 23rd PWWA International Conference & exhibition	DV#11-15-0797 397552	8,000.00	8,000.00				
Engr. Perseverando T. Atienza	Incidental Expenses/ Transportation & representation going to Cagayan De Oro City to attend 232rd PWWA International Conference & exhibition	DV#11-15-0793 397548	20,000.00	20,000.00				
3. Expenses								
Ernesto I. Dimalibot	Registration of ISUZU service vehicle of Tiaong WD	DV#10-15-0846 397601	5,200.00	5,200.00				

Prepared by:

WILFREDO I. MORALES
Sr. Acctg. Processor A

Approved by:

ENGR. PERSEVERANDO T. ATIENZA
General Manager

Verifed by:

MR. RAMON B. VALDENARRO
COA Resident Auditor

Date Submitted: _____