

Annex 3 - REPORT ON AGEING OF CASH ADVANCE
Schedule of Advances to Officers and Employees
As of December 31, 2017

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	** NONE TO REPORT **							
2. Foreign Travel								
3. Special Activities / Projects								
B. Advances for Regular Disbursing Officer								
1. Payroll								
2. Seminar / Conference								
3. Expenses								

Prepared by: _____

Approved by: _____

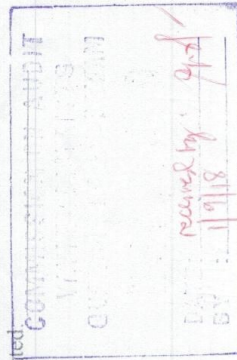
Verified by: _____

WILFREDO P. MORALES
 Sr. Accounting Processor A

ENGR. PERSEVERANDO T. ATIENZA
 General Manager

COA Resident Auditor

Date Submitted: _____



Annex 3 - REPORT ON AGEING OF CASH ADVANCE
Schedule of Advances to Officers and Employees
As of November 15, 2017

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	Going to Pampanga for LWUUA Tournament	DV#10-17-0779 456027	8,400.00	8,400.00				
2. Foreign Travel								
3. Special Activities / Projects								
Josephine A. Remo	Purchase of 1 unit CPU, Keyboard and MS Office	DV#10-17-0896 456148	31,000.00	31,000.00				
Mary Cris M. Ilao	Purchase of padlock for disconnection of service line with unpaid bills	DV#11-17-0972 456225	4,800.00	4,800.00				
B. Advances for Regular Disbursing Officer								
1. Payroll								
2. Seminar / Conference								
Ivy Kristine E. Mangundayao	For COA Seminar / Workshop on PFRS and RCA for GC's Classified as GBE'S	DV#10-17-0888 456140	32,000.00	32,000.00				
3. Expenses								

Margarito S. Lalunio	Water Analysis Fee and travelling allowance of sanitary inspector for bringing water samples & getting result at IPHO Lab in Lucena City	DV#11-17-0944 456197	6,100.00	6,100.00		
Ivy Kristine E. Mangundayao	For Purchase of Ink Cartridges, Bottles and Toner	DV#10-17-0871 456123	18,500.00	18,500.00		
Amando R. Crisostomo	Cleaning of Aircon and Replacement of Filter of Isuzu Dmax	DV#11-17-0981 456234	2,500.00	2,500.00		
Karen M. Amat	Meals for BOD meeting	DV#11-17-0949 456202	5,000.00	5,000.00		

Prepared by:

WILFRIDO L. MORALES
Sr. Accounting Processor A

Approved by:

ENGR. PERSEVERANDO T. ATIENZA
General Manager

Verified by:

COA Resident Auditor
Date Submitted: _____

