

Office: LUPON SCHOOL OF FISHERIES
Aging of Outstanding Advances to Officers and Employees
 As of April 30, 2018

Name	Fund	Particulars	Reference No. (Check/LDDAP/ADA etc...)	Date	Amount Granted (NET)	Not Yet Due	Aging			
							1-30 days	31-60 days	61-90 days	Over 90 days
Janette T. Rañeses	101	Payment of cash advance for traveling expenses - Colombo Plan Staff College Special International Programon Technopreneurship, E-Commerce and Pedagogy Concepts on 4/9-22/18 @ CPSC, Pasay and 4/23-5/3/18 @ China	LDDAP ADA 101-04-002-2018	6-Apr-18	5,860.00	5,860.00				
						-				
Totals					5,860.00	5,860.00	-			

Prepared by:



MAE ANN M. GUDES
Accountant I

Certified Correct by:

Chief Accountant/Head of Accounting Unit

Noted by:

Chief FMS/IIMSD

Note: Maintain individual report for each of the following accounts:

Account Title	Account Code
1. Due from NGAs	1-03-03-010-00
2. Due from GOCCs	1-03-03-020-00
3. Due from LGUs	1-03-03-030-00
4. Due from Officers and Employees	1-03-05-020-00
5. Due from NGOs/POs	1-03-05-030-00
6. Advances for Operating Expenses	1-99-01-010-00
7. Advances for Payroll	1-99-01-020-00
8. Advances to Special Disbursing Officers	1-99-01-030-00
9. Advances to Officers and Employees	1-99-01-040-00

Specifications:

- Excel Format: Saved as MS Excel 2003-2007 version;
- 1 row for each record; no merging of cells;
- Save name format: region abbreviation + report title e.g RO1CAvancestoofficersandemployees