

Office: LUPON SCHOOL OF FISHERIES
 Aging of Outstanding Advances to Officers and Employees
 As of June 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
Kristine Joy E. Culanggo	161	Cash advance to purchase training supplies for BPP STEP @ Mati	1519621	07-Jun-18	3,725.00	3,725.00				
Ma. Magdalena P. Pomar	161	Cash advance for Mr. Garuda's testimonial on June 25, 2018	1519670	21-Jun-18	10,000.00	10,000.00				
Chrisdyll P. Pellejo	161	Cash advance for PAAKA activity on June 28-29, 2018 @ Mer Grande Resort	1519671	21-Jun-18	25,600.00	25,600.00				
Totals					39,325.00	39,325.00	-			

Prepared by:



MAE ANN M. GUDES
Accountant I

Certified Correct by:

Chief Accountant/Head of Accounting Unit

Noted by:

Chief FMS/IMSD

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 R01CAvancestoofficersandemployees