

Office: LUPON SCHOOL OF FISHERIES
Aging of Outstanding Advances to Officers and Employees
As of July 31, 2017

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
Cherry Aspiras	F101	Payment of cash advance for the conduct of CBTED - central 1 special ed	LDDAP-ADA 101-07-002-2017	18-Jul-17	1,748.00	1,748.00				
Nimfa Lim	F101	Payment of cash advance for traveling expenses (PAGBA Qrtly expenses)	LDDAP-ADA 101-07-003-2017	20-Jul-17	5,585.00	5,585.00				
Janette Rañeses	F161	Payment of cash advance to purchase training and assessment supplies for bpp	1394026	17-Jul-17	10,878.60	10,878.60				
Totals					18,211.60	18,211.60	-			

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