

Office: LUPON SCHOOL OF FISHERIES
 Aging of Outstanding Advances to Officers and Employees
 As of December 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
NONE										
Totals					-	-	-			

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. <i>Advances to Officers and Employees</i>	1-99-01-040-00
--	----------------

Specifications:

1. Excel Format: Saved as MS Excel 2003-2007 version;
2. 1 row for each record; no merging of cells;
3. Save name format: region abbreviation + report title e.g R01CAdvancestoofficersandemployees