

**Report on Aging of Cash Advances
Schedule of Advances to Officers and Employees
As of November 15, 2014**

Agency Name: **City of San Fernando Water District**
Agency Code:

Book No:
Account Title: **Due from Officers and Employees**
Account Code: **123**

Name	Date CA Granted	Particulars	Reference	Total Amount	Amount Due				Remarks (state date of liquidation and reason why if liquidated after the cut-off date)
					Less than 30 days	31-60 days	61-365 days	Over 1 year	
A. Advances for Special Purposes									
1. Local Travel	15/07/2014	CA of Jorge Gumba - incidental expenses to be incurred during WEAP Convention at Manila Hotel on 7/15-17/14	14-07-0092	20,000.00	20,000.00	-	-	-	31/07/2014
	08/04/2014	CA of Rocky Dungca- expenses to be incurred for the 40th UAP National Convention at SMX Convention Center, Pasay City on 4/10-12/2014	14-04-0085	7,000.00	7,000.00	-	-	-	15/04/2014
2. Foreign Travel	21/02/2014	CA of Jorge Gumba - expenses to be incurred in connection with foreign travel on 2/26-3/2,2014 in Shanghai, China for the Plant Inspection of AUK Philippines, Inc.	14-02-0127	44,780.00	44,780.00	-	-	-	15/03/2014
	29/04/2014	CA of Dir Angelo David - expenses to be incurred in connection with foreign travel on 5/5-13/2014 in Munich & Esslingen, Germany for the IFAT 2014 Water Exhibition & Convention	14-04-0195	177,051.60	-	-	177,051.60	-	03/07/2014
3. Special Activities/ Projects	20/03/2014	CA for Ervin Mallari -Expenses to be incurred for the materials to be used for the World Water Day 2014	14-03-0114	3,000.00	3,000.00	-	-	-	24/03/2014
	11/06/2014	CA of Raquel Limlingan-expenses to be incurred for the 116th Philippine Independence Day Grand Parade on 6/12/14	14-02-0162	6,000.00	6,000.00	-	-	-	17/06/2014

B. Advances to Regular Disbursing Officers									
1. Payroll	None								
2. Seminars/ Conference expenses	03/02/2014	CA of Jorge Gumba - expenses to be incurred for PAWD National Convention on 2/04-07/2014	14-02-0002	30,000.00	30,000.00	-	-	-	18/02/2014
	21/03/2014	CA of Raquel Limlingan- hotel accomodation for the Basic Photography Seminar on 3/24-28/2014	14-03-0122	10,000.00	10,000.00	-	-	-	02/04/2014
TOTALS:				297,831.60	120,780.00	0.00	177,051.60	0.00	

Certified Correct: MARIA ELENA DE GUZMAN
DM, Accounting & Budget Division

Approved By: JORGE GUMBA
General Manager

Verified By: _____
COA Audit Team Leader

Date Submitted: _____