

CALABANGA WATER DISTRICT
San Antonio, Calabanga, Camarines Sur

REPORT ON AGEING OF CASH ADVANCES
Schedule of Advances to Officers and Employees
As of November 15, 2023

Accounting & Budget
FILE COPY



Agency Name: CALABANGA WATER DISTRICT
Agency Code:

Book No:
Account Title:
Account Code:

NAME	Date CA granted	Particulars	Reference		Total Amount	Amount Due				REMARKS
						Less than 30 days	31-60 days	61-365 days	Over 1 year	(state date of liquidation and reason why if liquidated after the cut-off)
A. Advances for Special Purposes										
1. Local Travel	11/13/2023	Betty B. Viola	DV#2023-11-1040		1,350.00	1,350.00				Liquidated: November 21, 2023
	11/13/2023	Aiza V. Tolentino	DV#2023-11-1041		1,350.00	1,350.00				Liquidated: November 21, 2023
	11/13/2023	Maribel R. Gabarda	DV#2023-11-1042		1,350.00	1,350.00				Refunded: November 21, 2023
2. Foreign Travel		None								
3. Special Activities/Projects		None								
B. Advances to Regular Disbursing Officers		None								
2. Seminar/Conference Expenses		None								
TOTALS				P	4,050.00	4,050.00	-	-		

Certified Correct:

[Signature]
Diana D. Balce- Batalla
Corporate Budget Specialist A

Approved by:

[Signature]
Engr. Celedonio I. Tolentino, Jr.
General Manager

Verified by:

COA Audit Team Leader

Date Submitted: