

REPORT ON AGEING OF CASH ADVANCES SCHEDULE OF ADVANCES TO OFFICERS AND EMPLOYEES As of December 31, 2014

Agency Name: Bases Conversion and Development Authority
Agency Code: _____

Book No. _____
Account Title: Petty Cash Fund/Advances to Officers and Employees
Account Code: 1110401012134000

NAME	DATE CA GRANTED	PARTICULARS	REFERENCE	TOTAL AMOUNT	AMOUNT DUE				REMARKS
					Less than 30 days	31-60 days	61-365 days	Over 1 year	
A. ADVANCES FOR SPECIAL PURPOSES - GL ACCOUNT 12134000									
1. Local Travel									
2. Foreign Travel									
Casanova, Amel Paciano D.	11/12/2014	Cash advance re: official travel to Singapore to participate in the Workshop of CGC Master Development Plan on November 12-14, 2014	JV# 2300001619	187.59					Refunded under OR# 482383
Casanova, Amel Paciano D.	11/28/2014	Cash advance re: official travel to Singapore and Jakarta on November 18-19, 2014 and November 27-28, 2014.	JV# 2300001591	2,072.73					Refunded under OR# 482384
Casanova, Amel Paciano D.	12/07/2014	Cash advance re: official travel to Saudi Arabia on December 7-11, 2014	JV# 2300001829	18,574.11					Refunded under OR# 482357
Sub-total				20,834.43					
3. Special Activities/Projects									
Alfianza, Eleanor L.	11/13/2014	Cash advance to defray the initial expenses of the 2014 Yuletide Committee in relation to the Christmas celebration on December 17, 2014 - SO# 321	CK# 2613822	20,968.12					Refunded under OR# 482167
Alfianza, Eleanor L.	11/26/2014	Cash advance to defray expenses for Christmas basket for the CY 2014 - SO# 356	CK# 2613966	204,857.73					Refunded under OR# 482168
Sub-total				225,825.85					
B. ADVANCES TO REGULAR DISBURSING OFFICERS - GL ACCOUNT 11104010									
Zabat, Mariou Aileen	01/15/2014	Petty cash fund for Office of the Chairman - SO# 015	CK# 2548700	8,898.15					Refunded under OR# 482067
Zabat, Mariou Aileen	01/15/2014	Petty cash fund for the Office of the President, OGBS, ICTD & Marketing unit - SO# 011	CK# 2548701	96.00					Refunded under OR# 482159



NAME	DATE CA GRANTED	PARTICULARS	REFERENCE	TOTAL AMOUNT	AMOUNT DUE				REMARKS
					Less than 30 days	31-60 days	61-365 days	Over 1 year	
Bao, Reynella	01/23/2014	Petty cash fund for LSD-SCTEP - SO# 003	CK# 2548812	462.00					Refunded under OR# 482193
Macasaet, Leliani B.	02/10/2014	Petty cash fund for PAD - SO# 037	CK# 2560231	744.07					Refunded under OR# 482153
Bingcang, Joshua M.	02/27/2014	Petty cash fund for Clark Green City - SO# 056	CK# 2560428	2,929.75					Refunded under OR# 482179
Zabat, Mariou Aileen	03/04/2014	Petty cash fund for John Hay Task Force Project - SO# 061	CK# 2560517	11,836.65					Refunded under OR# 482068
Oyzon, Gualberto J. Jr.	05/05/2014	Petty cash fund for BTFPI Liquidator Trustee - SO# 126	CK# 2576423	63,817.54					Refunded under OR# 482200
Quita, BGen. Carlos F.	12/19/2014	Cash advance for the Subsistence Allowance of SCAA - SCTEX for the period December 1-31, 2014	CK# 2614235	3,200.00					Refunded under OR# 482177
Quita, BGen. Carlos F.	12/19/2014	Cash advance for the Subsistence Allowance of SCAA - CGGP for the period December 1-31, 2014	CK# 2614236	31,000.00					Refunded under OR# 482176
Paje, Nancy V.	01/15/2014	Petty cash fund for PPMD & different Bids & Awards Committees - SO#349	CK# 2548702	9,926.74					Refunded under OR# 482155
Sub-total				132,910.90					
TOTAL				379,571.18	-	-	-	-	

Certified Correct:


CLEMENCIA P. VICENTE
 Officer-in-charge - FSMID

Approved by:


NENAD RADOC
 VP - Financial Services Group