

**Report on Ageing of Cash Advances
Schedule of Advances to Officers and Employees
As of December 31, 2013**

Agency Name: Parole and Probation Administration

Book No.

Agency Code: B0777

Account Title: Advances to Officers and
Employees/Petty Cash fund
Account Code:148/106/104

Name	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								
1. Local Travel								
Region VII	Cash advance for TEV		8,186.00	8,186.00				liquidated in 2014
Region XII	Cash advance for TEV		16,556.00	16,556.00				liquidated in 2014
2. Foreign Travel								
NONE								
3. Special Activities/Projects								
NONE								
A. Advances to Regular Disbursing Officers								
1. Payroll								
2. Seminar/Conference								
NONE								
NCR	Cash advance for training		23,000.00	23,000.00				liquidated in 2014
3. Expenses								
Central Office	Cash Advance for petty cash fund re: to defray small operating expenses of the office amounting to 6.04 Gasoline expenses amounting to 30.00		36.04	36.04				Liquidated in January 2014
NCR	Cash Advance for petty cash fund re: to defray small operating expenses of the office		32,412.73	32,412.73				Subject for monthly replenishment
Region VII	Cash Advance for petty cash fund re: to defray small operating expenses of the office.		10,000.00	10,000.00				Subject for monthly replenishment
TOTALS:			90,190.77	90,190.77	0.00	0.00	0.00	

Certified Correct:

(sgd.) ELOISA L. MARQUEZ
Chief Accountant
Head, Accounting Office

Approved By:

(sgd.) MANUEL G. CO
Administrator
Agency Head