


**Schedule of Advances to Officers and Employees
As of September 30, 2013**

Agency Name: Subic Bay Metropolitan Authority
Agency Code: _____


Book No. _____
Account Title: Advances to Officers & Emp. (Special Purpose)
Account Code: 1-01-002-002-134-001-000

Name	Particulars	Reference (Check No. & Date)	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								
2. Foreign Travel								
3. Special Activities/Projects								
Violeta D. Laurzano	Lunch & Snacks of thirty (30) SBMA delegates who will participate in the Fun Walk on September 20, 2013	323569 - 09/18/13	6,750.00	6,750.00	0.00	0.00	0.00	
Emelinda M. Delos Reyes	Meals and snacks of facilitators and participants for various training programs for October 2013	323610 - 09/27/13	78,880.00	0.00	0.00	0.00	0.00	
Racquel J. Delos Reyes	Allowance to Pamulaklak in aetas for the period of August 1-15, 2013	299567 - 10/03/13	33,750.00	0.00	0.00	0.00	0.00	
Edgar L. Layco	Meals and snacks of facilitators and participants for various training programs for September 2013	323502 - 09/10/13	68,295.00	0.00	0.00	0.00	0.00	
Armina Belleza Llamas	Logistics and incidental funds required in the celebration of the Indigenous Peoples' month on October 2013	323598 - 09/20/13	31,450.00	0.00	0.00	0.00	0.00	
Val O. Palad	Registration fee during his attendance on the 61st Annual National Convention of the Philippine Society of Mechanical Engineers on October 23-26, 2013 to be held at Pasay City	323137 - 07/11/13	4,500.00	0.00	0.00	0.00	0.00	Note that the registration fee was paid in advanced due to the required registration date in order to claim a discount
Mario O. Zerrudo	Chairman and Administrator's Cup Inter-SBMA Basketball Tournament 2013 referees and table officials honoraria	323255 - 07/31/13	20,000.00	0.00	0.00	0.00	0.00	
Evelyn Lianza	Financial Assistance	273085 - 09/16/10	41,287.80	0.00	0.00	0.00	41,287.80	Awaiting copies of Billing Statements and Official Receipts from PGH as per our request dated August 5, 2013
B. Advances to Regular Disbursing Officer								
1. Payroll								
2. Seminar/Conferences								
3. Expenses								
TOTALS:			284,912.80	6,750.00	-	-	41,287.80	

Certified Correct:


EMILIA S. CANONIZADO
Department Manager, Accounting Department

Approved by:


ROBERTO V. GARCIA
Chairman and Administrator

Received Original By:

JOS EPH DEL ROSA 10/31/2013

Printed name & signature

Subject: report on ageing of cash advance
From: renante salenil (pdo_sbma2013@yahoo.com)
To: rolandogueco@yahoo.com;
Date: Tuesday, October 29, 2013 10:35 AM

Sir Rolly,

Pleas fill up as required for PBB

Deadline: November 11, 2013

Inclusive date: January - September 2013

Thank you.



SUBIC BAY METROPOLITAN AUTHORITY

SBMA Centre, Bldg 229 Waterfront Road, Subic Bay Freeport Zone

TIN 002-456-464-000 NON VAT

GENERAL LEDGER

Account Title : Advances to Officers & Emp. (Special Purpose)

Account Code : 1-01-002-002-134-001-000

Tran Date	Posted Date	Particulars	Debit Amount	Credit Amount	Balance
09/27/13	09/27/13	JAP-13-09-000452	78,880.00		494,012.81
09/27/13	09/27/13	JAR-13-09-007866		21,000.00	473,012.81
09/30/13	10/03/13	JAP-13-09-000534	33,750.00		506,762.81
09/30/13	10/09/13	JGL-13-09-000274		221,850.00	284,912.81
10/07/13	10/07/13	JAP-13-10-000037	91,717.32		376,630.11
10/08/13	10/08/13	JAP-13-10-000045	5,520.00		382,150.11
10/09/13	10/09/13	JGL-13-10-000017		33,750.00	348,400.11
10/10/13	10/10/13	JAP-13-10-000091	221,850.00		570,250.11
10/11/13	10/11/13	JAP-13-10-000158	7,975.00		578,225.11
10/11/13	10/14/13	JGL-13-10-000028		20,000.00	558,225.11
10/14/13	10/14/13	JAP-13-10-000164	5,620.00		563,845.11
10/17/13	10/17/13	JAP-13-10-000225	5,520.00		569,365.11
10/21/13	10/21/13	JAR-13-10-005989		7,975.00	561,390.11
10/22/13	10/22/13	JAP-13-10-000306	4,960.00		566,350.11
10/22/13	10/22/13	JAP-13-10-000307	4,960.00		571,310.11
10/22/13	10/22/13	JAR-13-10-006402		40,800.00	530,510.11
10/23/13	10/23/13	JGL-13-10-000144		181,050.00	349,460.11
10/23/13	10/23/13	JAP-13-10-000344	7,400.00		356,860.11
10/23/13	10/23/13	JAP-13-10-000358	22,572.25		379,432.31
10/23/13	10/23/13	JAP-13-10-000364	260,100.00		639,532.31
10/23/13	10/25/13	JGL-13-10-000157		5,620.00	633,912.31
10/24/13	10/25/13	JGL-13-10-000168		91,717.32	542,195.01
10/29/13	10/29/13	JAR-13-10-009013		2,700.00	539,495.01