

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

Agency Name: **INTERCOUNTRY ADOPTION BOARD**
Agency Code : **D5180**

Book No:
Account Title: **Advances of Officers & Employees**
Account Code: **148**

Name	Date CA granted	Particulars	Reference (Check No.)	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									
LEIDO, MYREL B.	03-12-13	Local Daily Subsistence Allowance and airfare re: official travel to Catarman, Samar on May 24-27, 2013	918075	12,740.00			12,740.00		Liquidation Report submitted to the Office of the Executive Director on 04-11-14 for signature.
POCDIHON, RUTHEL Q.	03-12-13	Local Daily Subsistence Allowance and airfare re: official travel to Catarman, Samar on May 24-27, 2013	918074	13,140.00			13,140.00		Liquidation Report submitted to the Office of the Executive Director on 04-11-14 for signature.
2. Foreign Travel									
ABEJO, BERNADETTE B.	03-19-13	Daily Subsistence Allowance (20% incidental expenses) re: official travel to Macau on March 26-30, 2013	918087	7,062.16			7,062.16		Represents excess cash advance for refund (actual travel shortened to three (3) days instead of five (5) days).
DEL MUNDO, CHERRYL T.	12-12-13	50% Daily Subsistence Allow. (20% incidental expenses and 30% meal expenses) re: official travel to Texas, USA for the period December 16, 2013 to January 16, 2014.	954461	115,704.18	115,704.18				

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DEL PRADO, NOEL R.	03-21-13	Additional Daily Subsistence Allowance (30% meal expenses) re: official travel to Macau on March 26-30, 2013	918096	9,181.05			9,181.05		represents excess cash advance settled the ensuing year.
DEL PRADO, NOEL R.	08-15-12	Unsettled Credit Notice No. 2013-042 dated June 11, 2013 with Disallowed Payment re: official travel to Europe on Sept. 2-18, 2012	917392 LR No. 2012-12-92 (101)	2,137.85			2,137.85		For submission of Appeal
GATMAITAN, DANILO P.	12-12-13	50% Daily Subsistence Allow. (20% incidental expenses and 30% meal expenses) re: official travel to Texas, USA for the period December 16, 2013 to January 16, 2014.	954460	115,704.18	115,704.18				
RONDAIN, MA. CIELO S.	08-15-12	Unsettled Credit Notice No. 2013-045 dated June 11, 2013 with Disallowed Payment re: official travel to Europe on Sept. 2-18, 2012	917394 LR No. 2012-12-91 (101)	4,255.03			4,255.03		For submission of Appeal
RONDAIN, MA. CIELO S.	10-16-13	Daily Subsistence Allowance re: official travel to L.A. Temecula CA, Massachussets and Delaware, USA for the period Oct. 19-31, 2013.	954283	40,714.41		40,714.41			Represents excess cash advance settled the ensuing year.
3. Special Activities MANGABAT, HERMAN	01-23-13	Revolving Fund for mailing, notarial and messengerial services for CY 2013	917887	2,808.00	2,808.00				Represents unexpended balance settled the ensuing year.

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NANAGAD, ALMIA N.	01-18-13	Revolving Fund for Operating Expenses for CY 2013	917884	2,124.83	2,124.83				Represents unexpended balance settled the ensuing year.
SANTOS. JANET T.	01-18-13	Revolving Fund for administrative and miscellaneous expenses for CY 2013	917883	2,887.63	2,887.63				Represents unexpended balance settled the ensuing year.
SANTOS. JANET T.	02-28-13	Additional revolving cash advance for the purchase of prepaid cards for official use ICAB officials & employees for CY 2013	918049	290.00	290.00				Represents unexpended balance settled the ensuing year.
SANTOS. JANET T.	12-11-13	ICAB Year-end Convocation Activities on December 20, 2013	954073	808.15	808.15				Represents unexpended balance settled the ensuing year.
SANTOS. JANET T.	12-23-13	Extraordinary and Miscellaneous Expenses for the office of the Executive Director	954484	276.00	276.00				Represents unexpended balance settled the ensuing year.
4. Trust Account for Pre-adoptive Costs									
ABENIDO, JENNIFER MARIA	11-21-13	Transfer of prospective adoptive children from RSCC Tacloban to Cebu City due to typhoon "Yolanda" for the period November 22-23, 2013	894661	181.40		181.40			represents unexpended balance settled the ensuing year.
ESCALANTE, GINA C.	02-05-10	Processing of pre-adoptive cost/pre-travel expenses with Liaison for CY 2010	636134	51,766.36				51,766.36	Represents unliquidated balance with Notice of Audit Suspension/ Disallowance and pending appeal
ESCALANTE, GINA C.	02-06-13	Revolving cash advance for the processing of pre-adoptive cost/pre-travel expenses with Liaison	894441	114,675.19	114,675.19				represents unexpended balance settled the ensuing year.

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ESCALANTE, GINA C.	12-16-13	for CY 2013 Processing of pre-adoptive cost/pre-travel expenses with Liaison for the 1st Quarter of CY 2014	894686	500,000.00	500,000.00				Liquidated the ensuing year
NANAGAD, ALMIA N.	02-11-10	Processing of pre-adoptive cost/pre-travel expenses with Liaison for CY 2010	636135	38,487.31				38,487.31	Represents unliquidated balance with Notice of Audit Suspension/ Disallowance and pending appeal.
NANAGAD, ALMIA N.	02-06-13	Revolving cash advance for the processing of pre-adoptive cost/pre-travel expenses without Liaison for CY 2013	894440	106,289.81	106,289.81				represents unexpended balance settled the ensuing year.
NANAGAD, ALMIA N.	11-19-13	Processing of pre-adoptive placement costs/pre-travel expenses for PAC: MANGALE siblings	894658	100,000.00		100,000.00			Liquidation received for processing dated 04-08-14
NANAGAD, ALMIA N.	11-29-13	CY 2013 Winter Hosting Program in Texas, USA for the period December 16, 2013 to January 17, 2014	894663	463,800.00	463,800.00				Liquidation received for processing dated 03-18-14 subject to submission of complete supporting documents.
NANAGAD, ALMIA N.	12-16-13	Processing of pre-adoptive cost/pre-travel expenses with Liaison for the 1st Quarter of CY 2014	894685	450,000.00	450,000.00				Liquidation submitted the ensuing year.
B. Advances to Regular Disbursing Officers									
1. Payroll									
NANAGAD, ALMIA N.	04-02-12	Productivity Incentive Bonus	893766	26,000.00				26,000.00	Liquidation submitted the

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2. Seminar/Conference Expenses TUNGOL, MARIVIR T.	10-10-13	Conduct of Inter-country Adoption Program Training for Reg. VI, VII, & VII Social Workers at Cebu City on Oct. 14-19, 2013	954266	27,600.00		27,600.00			ensuing year. Report of Liquidation submitted on 03-19-14 with unsettled excess cash advance of P9,567.13 for refund.
TOTALS				2,208,633.54	1,875,367.97	168,495.81	48,516.09	116,253.67	

Certified Correct:

Approved by:

CARINA F. SANGIL, CPA
Accountant III

BERNADETTE B. ABEJO
Executive Director

Verified by:

ATLY P. TORZAR
State Auditor III/Audit Team Leader

Date Submitted: _____