

Annex 3- Report on Ageing of Cash Advances

Schedule of Advances to Officers and Employees

As of _____

Agency Name: _____
 Agency Code: _____

Book No: _____
 Account Title: _____
 Account Code: _____

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								
2. Foreign Travel								
3. Special Activities/ Projects								
B. Advances to Regular Disbursing Officers								

1. Payroll								
2. Seminar/Conference								
3. Expenses								
TOTALS:								

**Certified
Correct:**

Head, Accounting Office

**Approved
by:**

Agency Head