

**Report on Ageing of Cash Advances  
Schedule of Advances to Officers and Employees  
As of December 31, 2014**

Agency Name: INTERCOUNTRY ADOPTION BOARD  
Agency Code : D5180

Book No:  
Account Title: **Advances to Officers & Employees**  
Account Code: **1-99-01-020/1-99-01-030/1-99-01-040**

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	
<b>A. Advances for Special Purposes</b>									
<b>1. Local Travel</b>									
POCDIHON, RUTHEL	10-24-14	Local Daily Subsistence Allowance re: official travel to Baguio City on October 29-31, 2014	992002	565.00		565.00			excess cash advance for refund OR# 2770243/ 1-30-15
TUNGOL, MARIVIR	10-23-14	Local Daily Subsistence Allowance and airfare re: official travel to Mandaue, Cebu City on October 24, 2014	991961	1,832.00		1,832.00			excess cash advance for refund OR# 2770232/ 1-14-15
<b>2. Foreign Travel</b>									
ABENIDO, JENNIFER MARIA	10-29-14	Daily Subsistence Allowance (20% incidental expenses) re: official travel to Boston, MA USA on November 4-9, 2014	992006	9,633.94			9,633.94		Liquidations submitted on 3-27-15
POCDIHON, RUTHEL	12-18-14	50% Daily Subsistence Allowance (meals & incidental expenses) re: official travel to Texas, USA as escort-guardian to the children participants to the ICAB Winter Hosting Program on Dec. 22, 2014 Jan. 3, 2015	992202	110,097.08	110,097.08				

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<b>3. Special Activities</b>									
ABENIDO, JENNIFER MARIA	11-26-14	ICAB Capability Development Program on November 28, 2014	991109	542.15		542.15			excess cash advance for refund OR# 2770234/ 1-14-15
ABENIDO, JENNIFER MARIA	12-09-14	ICAB on-site matching at Mother Teresa Spinelli's Treasures, Tagaytay City on Dec. 9, 2014	992174	10,000.00	10,000.00				Liquidations submitted on 3-19-15
ESCALANTE, GINA C.	11-17-14	Medical assistance for child Stephen Aldea	992092	17,615.00		17,615.00			Liquidations submitted on 2-24-15
MANGABAT, HERMAN	01-14-14	Revolving Fund for mailing, notarial and messengerial services for CY 2014	954535	1,275.50	1,275.50				excess cash advance for refund OR# 2770230/ 1-20-15
NANAGAD, ALMIA N.	01-14-14	Revolving Fund for Operating Expenses for CY 2014	954536	934.38	934.38				excess cash advance for refund OR# 2770241/ 1-27-15
SANTOS, JANET T.	01-14-14	Revolving Fund for administrative and miscellaneous expenses for CY 2014	954533	2,963.08	2,963.08				excess cash advance for refund OR# 2770238/ 1-27-15
SANTOS, JANET T.	01-14-14	Revolving Fund for the purchase of prepaid cards for official use of ICAB officials & employees for CY 2014	954534	330.00	330.00				excess cash advance for refund OR# 2770245/ 2-09-15
SANTOS, JANET T.	12-02-14	ICAB Year-End Covocation Prog December 18-19, 2014	991980	1,997.10	1,997.10				excess cash advance for refund OR# 2770242/ 1-30-15
SANTOS, JANET T.	12-09-14	Extraordinary & miscellaneous expenses of the Office of the Executive Director	991175	577.00	577.00				excess cash advance for refund OR# 2770240/ 1-27-15
SANTOS, JANET T.	12-18-14	Motherland Tour to be held at Quezon City Sports Club on December 23, 2014	991203	1,382.10	1,382.10				excess cash advance for refund OR# 2770239/ 1-27-15

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<b>4. Trust Account for Pre-adoptive Costs</b>									
ABENIDO, JENNIFER MARIA	12-09-14	ICAB Winter Hosting Program in Texas, USA on Dec. 22, 2014 - Jan. 23, 2015	954961	177,919.00	177,919.00				
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. awaiting for COA decision
ESCALANTE, GINA C.	02-13-14	Revolving cash advance for the processing of pre-adoptive cost/pre-travel expenses with Liaison for CY 2014	954726	144,390.30	144,390.30				excess cash advance for refund OR# 2770248 / 3-5-15
ESCALANTE, GINA C.	12-12-14	Processing of pre-adoptive cost/pre-travel expenses with Liaison 1st quarter CY 2015	954969	500,000.00	500,000.00				liquidations submitted the following quarter CY 2015
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. awaiting for COA decision
NANAGAD, ALMIA N.	02-13-14	Processing of pre-adoptive cost/pre-travel expenses with Liaison for CY 2014	894725	9,285.79	9,285.79				excess cash advance for refund OR# 2770246/ 2-16-15
NANAGAD, ALMIA N.	05-09-14	Summer Hosting Program in Indiana, USA for the period June 15-July 14, 2014	954783	20,569.88			20,569.88		excess cash advance for refund OR# 2770244/ 2-5-15
NANAGAD, ALMIA N.	05-21-14	Summer Hosting Program in Illinois, USA for the period July 8-28, 2014	954788	30,871.49			30,871.49		excess cash advance for refund OR# 2770238/ 1-27-15

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NANAGAD, ALMIA N.	07-03-14	Summer Hosting Program in Illinois, USA for the period July 8-28, 2014	954813	77,610.63			77,610.63		excess cash advance for refund OR# 2770251/ 4-14-15
NANAGAD, ALMIA N.	10-20-14	Pre travel expenses of PAC: ARANAS siblings	954888	6,341.94		6,341.94			excess cash advance for refund OR# 2770235 / 1-14-15
NANAGAD, ALMIA N.	12-12-14	Processing of pre-adoptive cost/ pre-travel expenses for the 1st quarter CY 2015	954970	450,000.00	450,000.00				liquidations submitted the following quarter CY 2015
<b>B. Advances to Regular Disbursing Officers</b>									
<b>1. Payroll</b>									
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<b>2. Seminar/Conference Expenses</b>									
TUNGOL, MARIVIR T.	11-05-14	Conduct of Intercountry Adoption Program Training for Region IV-B at the Makati Palace Hotel, Makati City on Nov. 10-14, 2014	992039	2,280.50	2,280.50				excess cash advance for refund OR# 2770233 / 1-14-15
<b>TOTALS</b>				<b>1,669,267.53</b>	<b>1,413,431.83</b>	<b>26,896.09</b>	<b>138,685.94</b>	<b>90,253.67</b>	

**1,669,266.53**    **1,669,267.53**  
 (1.00)                      -

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: \_\_\_\_\_