


COA-SBC
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JAN 03 2018

COMMISSION ON AUDIT
Office of the Audit Team Leader

December 21, 2017

DIRECTOR MARY S. ADELINO
Social Security Services and Housing
Cluster 2, Corporate Government Sector
COA Main Office, Quezon City


Thru: **GLORIA O. LACSON**
State Auditor IV/ OIC-Supervising Auditor
Audit Group E

Mesdames:

In compliance with COA Memorandum dated November 20, 2014, we are submitting herewith Small Business Corporation's report on Ageing of Cash Advances-Schedule of Advances to Officers and Employees as of November 30, 2017.

Please acknowledge receipt hereof.

Thank You.

Very truly yours,



LAURA R. BABASA
State Auditor IV/ ATL

REPORT ON ACCOUNTING OF CASH ADVANCES
 SCHEDULE OF ADVANCES TO OFFICERS AND EMPLOYEES
 As of November 30, 2017

GOCC Name: SMALL BUSINESS CORPORATION
 Agency Code:

Book No.:
 Account Title: Due from Officers & Employees
 Account Code: 123000

Name	Date Granted	Particular	Reference	Total		Amount Due			Remarks	
				Amount**		Less than 30 days	31-60 days	61-365 days		Over 1 year
1.13 Callimim, Juliet	27-Nov-17	travel to Davao City on November 28, 2017.	P3DA-2017-11-013-LUZ-1	5,550.00	5,550.00					Liquidated per OR# 0201425 dated December 04, 2017
1.14 De Villa, Karla	23-Oct-17	travel to Masbate and Sorsogon on October 26-November 08, 2017	P3DA-2017-10-018-LUZ-2	8,610.00	8,610.00					Liquidated per DV-310P3 dated Nov 24, 2017
1.15 Dornasian, Christine Anne	20-Oct-17	travel to Masbate and Sorsogon on October 26-November 08, 2017	P3DA-2017-10-017-LUZ-1	11,730.00	11,730.00					Liquidated per DV-324P3 dated Dec 05, 2017
1.16 Hernandez, Jennifer	07-Nov-17	travel to Puerto Princesa on November 06-10, 2017	P3DA-2017-11-006-LUZ-1	13,958.00	13,958.00					Liquidated per DV-324P3 dated Dec 05, 2017
1.17 Jana, Beverly	6-Nov-17	travel to Aurora Province on November 6-10, 2017.	P3DA-2017-11-003-LUZ-2	5,070.00	5,070.00					
2. Foreign Travel										
2.1 Abanto, Melvin	7-Nov-17	travel to Taiwan to attend the ACSIC Conference on November 13-17, 2017	LDA-2017-11-031-LUZ-1	69,696.09	69,696.09					Liquidated per OR# 0185884 dated December 04, 2017
3. Special Activities/Projects										
B. Advances to Regular Disbursing Officers										
1. Payroll										
2. Seminar/Conference										
2.1 Cargullo, Julie Ann	27-Nov-17	to defray expenses for in-house seminar/workshop on Managing Performance and Coaching for Results on November 28-29, 2017.	LDA-2017-11-067-LUZ-1	30,000.00	30,000.00					
3. Expenses										
3.1 Federizo, Jovita	6-Oct-17	to facilitate payment for the registration of Chattel Mortgage of E Trike Accounts:	LDA-2017-10-018-LUZ-1	38,094.50	38,094.50					
3.2 Reoutar, Jessie	7-Nov-17	expenses to be incurred for the SBCCorp Board Planning on 10-11 November 2017 in Davao.	LDA-2017-11-018-LUZ-2	50,000.00	50,000.00					
3.3 Dasal, Richard	17-Nov-17	payment of filing fees relative to the case filed against Mercedes J. Tanzuaco, Marilou C. Cai and Florida A. Rivera for violation of BP 22.	LDA-2017-11-034-LUZ-4	22,725.00	22,725.00					

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REPORT ON ACCOUNTING OF CASH ADVANCES
 SCHEDULE OF ADVANCES TO OFFICERS AND EMPLOYEES
 As of November 30, 2017

GOCC Name: SMALL BUSINESS CORPORATION
 Agency Code:

Book No.:
 Account Title: Due from Officers & Employees
 Account Code: 123009

Name	Date Granted	Particular	Reference	Amount Due				Remarks (state date of liquidation and reason why if liquidated after the cut off date)
				Total Amount**	Less than 30 days	31-60 days	61-365 days	
A. Advances for Special Purposes								
1. Local Travel								
1.1 Tullao, Santiago	20-Oct-17	travel to Ifugao, Quirino & Isabela on October 16 - 20, 2017	LDA-2017-10-052-LUZ-1	5,040.00 ✓		5,040.00 ✓		
1.2 Hofer, Imelda	3-Nov-17	travel to Leyte & Samar on Nov. 6-11, 2017	1117397	13,265.00 ✓	13,265.00 ✓			
1.3 Lumnungsod, Miraflores	3-Nov-17	travel to Ormoc City, Tacloban City, Kananga, Capococan, Carigara, Jaro, Alang-alang & Palo on Nov. 14-17, 2017.	1166702	7,600.00 ✓	7,600.00 ✓			
1.4 Esmara, Gilbert	7-Nov-17	travel to Province of Quezon and Camarines Sur on November 6-10, 2017.	LDA-2017-11-018-LUZ-1	8,000.00 ✓	8,000.00 ✓			
1.5 Agustin, Herrison S.	17-Nov-17	travel to Camarines Sur on November 20-24, 2017	LDA-2017-11-034-LUZ-1	4,550.00 ✓	4,550.00 ✓			
1.6 Dalisay, Grace Fate	17-Nov-17	travel to Leyte and Samar on November 20-24, 2017	442111	8,750.00 ✓	8,750.00 ✓			Liquidated per OR# 0185778 dated December 01, 2017
1.7 Albay, Venus	21-Nov-17	travel to SBC HO on Nov 20-Dec 01, 2017 attend a 10 day Executive Leadership Program (EXEL)	116908	11,000.00 ✓	11,000.00 ✓			
1.8 Balin, Ramon	21-Nov-17	travel in Bicol Area on November 20-24, 2017	LDA-2017-11-054-LUZ-2	4,880.00 ✓	4,880.00 ✓			
1.9 Vinas, Alfredo	21-Nov-17	travel to Pampanaga & Nueva Ecija on November 20 - 24, 2017	LDA-2017-11-054-LUZ-1	5,840.00 ✓	5,840.00 ✓			
1.10 Durralo, Israel Ernesto	22-Nov-17	travel to Tacloban City on November 23, 2017	CRGFDA-2017-11-001-LUZ-1	10,035.00 ✓	10,035.00 ✓			
1.11 Ellica, Albert	23-Nov-17	travel to Zamboanga Sibugay and Zamboanga del Sur on November 17, 2017	2590680	4,900.00 ✓	4,900.00 ✓			
1.12 Cruz, Julius	28-Nov-17	travel to SBC HO on November 27-30, 2017 to attend the In-house Seminar on Managing Performance & Coaching	116911	6,640.00 ✓	6,640.00 ✓			

**REPORT ON AGEING OF CASH ADVANCES
SCHEDULE OF ADVANCES TO OFFICERS AND EMPLOYEES**
As of November 30, 2017

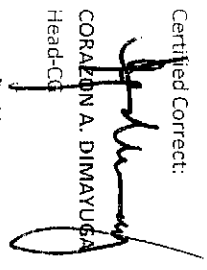
GOCC Name: SMALL BUSINESS CORPORATION
Agency Code:

Book No.:
Account Title: Due from Officers & Employees
Account Code: 123000

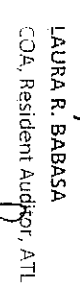
Name	Date Granted	Particular	Reference	Amount Due					Remarks (state date of liquidation and reason why if liquidated after the cut off date)
				Total Amount**	Less than 30 days	31-60 days	61-365 days	Over 1 year	
3.4 Managbanag, Lesley	21-Nov-17	to facilitate payment for the mortgage registration fee Ftao Labios Trading and Fashion View Boutique	2590669	20,000.00	20,000.00				
3.5 Caroline, Macabenta	21-Nov-17	to facilitate payment for the mortgage registration fee Ftao GENMART ENGINEERING WORKS AND ALLIED SERVICES	2590670	15,000.00	15,000.00				
3.6 Victorio, Lynnuel	21-Nov-17	to defray expenses for the month of November 2017	LDA-2017-11-052-LUZ-1	33,700.00	33,700.00				
3.7 Davela, Anthony	28-Nov-17	expenses for food allowance, bowling fee & shoe rental for bowling tournament on December 06-07, 2017	116917	8,330.00	8,330.00				
3.8 Isip, Eloisa	29-Nov-17	expenses for SB Corp 2017 Year-End Activity of Head Office.	LDA-2017-11-074-LUZ-3	70,000.00	70,000.00				
TOTAL				492,963.59	449,829.09	43,134.50			

*Tentative figure as of Nov. 30, 2017, books for the period still open as of preparation of this report.

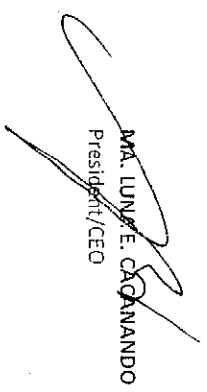
Certified Correct:


CORAZON A. DIMAYUGA
Head-CA

Verified by:


LAURA R. BABASA
COA, Resident Auditor, ATL

Approved by:


MA. LUNEE C. CANANDO
President/CEO

Date Submitted: _____

Note: This report on Ageing of Cash Advances shall be submitted by the GOCC to COA, copy furnished the GCG. COA shall also provide the GCG the list of GOCCs that are compliant with this condition.