


Report on Ageing of Cash Advances
Schedule of Advances to Officers and Employees
As of November 15, 2017

Agency Name: Santa Maria Water District
Agency Code :

Book No:
Account Title: Due from Officers and Employees
Account Code: 123-001

Name	Date CA Granted	Particulars	Reference	Total Amount	Amount Due				Remarks <small>(State date of liquidation and reason why if liquidated after the cut-off-date)</small>
					Less than 30 days	31-60 days	61-365 days	Over 1 Year	
A. Advances for Special Purposes									
1. Local Travel									
Engr. Carlos N. Santos Jr.	20 October, 2017	MAWD Forum for October 25-26, 2017 at Davao City.	JEV 2017-1895; DV 17-10-1125; LBP 583798	20,000.00	20,000.00				Waiting for original copy of O.R. from Hotel Accomodation. Liquidated 11/22/2017
Kristelle S. Maningas	03 November, 2017	Allowance of the participants to Orientation-Seminar on Omnibus Rules on Appointments on November 9-10, 2017 at Klir Waterpark Resort, Guiguinto, Bulacan.	JEV 2017-1960; DV 17-11-1171; LBP 583845	1,600.00	1,600.00				Seminar dates Nov. 9-10 were followed by holidays Nov. 13-15. No Itinerary of Travel yet. Date of liquidation Nov. 22, 2017
2. Foreign Travel									
3. Special Activities/Projects									
Maria Leonora S. Romarate	26 October, 2017	Notarial fee of contracts for building rental and security services.	JEV 2017-1986; PCV 17-10-557; RCD# GS17-0122	2,000.00	2,000.00				Purpose of CA was not yet completed. Date of liquidation Nov 20, 2017
Vivian P. Policarpio	07 November, 2017	Snacks and meals for WSEP on November 22, 2017, ISO Meeting and Decoration for Commercial Department.	JEV 2017-2004; DV 17-11-1199; LBP583860	22,000.00	22,000.00				Purpose of CA will be implemented on Nov 22, 2017
B. Advances to Regular Disbursing Officers									
1. Payroll									
2. Seminars/Conference									
3. Expenses									
TOTALS				45,600.00	45,600.00	-	-	-	

Certified Correct:


Jovita I. Dalmacio

Head, Accounting Department

Approved by:


Engr. Carlos N. Santos Jr.

Agency Head

Verified by:


ARCEL T. DABU

COA Audit Team Leader

Date Submitted:

11-22/17