

Report on Ageing of Cash Advances
Schedule of Advances to Officers and Employees
As of November 15, 2016

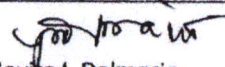
Agency Name: Santa Maria Water District
Agency Code :

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

Name	Date CA Granted	Particulars	Reference	Total Amount	Amount Due	Remarks (State date of liquidation and reason why if liquidated after the cut-off date)
					Less than 30 days	
A. Advances for Special Purposes						
1. Local Travel						
Engr. Carlos N. Santos Jr.	10 November, 2016	Semi-Annual Water District Manager's Conference and 4th Quarter Meeting of PAWD Executive Council on November 22-23, 2016 at Butuan City.	JEV 2016-1945; DV 1611-1191; LBP 556114	20,000.00	20,000.00	Purpose of Travel will be held on Nov 22-23, 2016
Ma. Fatima Bianca G. Pascual	10 November, 2016	Seminar on Effective Writing Skills on November 10-11, 2016 at LWUA Residence Quezon City.	JEV 2016-1950 DV 1611-1197; LBP 556119	2,400.00	2,400.00	Incomplete supporting documents
Ma. Felisa C. Villegas	14 November, 2016	Supervisory Development Course (SDC) Track II" on November 23-25, 2016 at San Fernando Pampanga.	JEV 2016-1960; DV 1611-1200; LBP 556124	3,600.00	3,600.00	Purpose of Travel will be held on Nov 23-25, 2016
Maria Lourdes V. German	15 November, 2016	Gender and Development on November 21-23, 2016 at Peninsular Hotel Freeport Zone, Zambales.	JEV 2016-1975; DV 1611-1216; LBP 556139	4,800.00	4,800.00	Purpose of Travel will be held on Nov 21-23, 2016
2. Foreign Travel						
Carmelita T. Francisco	03 November, 2016	Vietnam's Leading International Water Supply, Sanitation, water Resources and Purification Event on November 9-11, 2016 at HO CHI MINH City Vietnam.	JEV 2016-1891; DV 1611-1163; LBP 556076	69,298.39	69,298.39	Supporting documents returned to Ms. Francisco. No signature on IT. Particular of payment on OR No. 2574 for verification
3. Special Activities/ Projects						
Ginabelle G. Datolayta	19 September, 2016	Expenses for New Service Connection Orientation for the month of October 2016.	JEV 2016-1637; DV 1609-1023; LBP 555947	30,000.00		Purpose of CA will be implemented until Nov 24, 2016
Maria Leonora S. Romarate	15 November, 2016	Repair & maintenance of service vehicle w/ plate# SJM 190, AAN 455 & SGR 935.	JEV 2016-1973; DV 1611-1209; LBP 556137	9,800.00	9,800.00	Repair works expected to finish on Nov 22, 2016
Engelbert R. Lazaro	15 November, 2016	Expenses for BAWD Bowling Tournament on November 22, 2016	JEV 2016-1963; DV 1611-1203; LBP 556127	10,300.00	10,300.00	Bowling activity will be held on Nov 22, 2016
Charito S. Fernando	09 November, 2016	USB cable, foot valve, flourescent tube & sim card post paid	JEV 2016-1932; DV 1611-1184; LBP 556108	3,000.00	3,000.00	Purpose of CA not yet completed

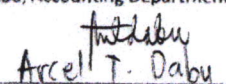
Name	Date CA Granted	Particulars	Reference	Total Amount	Amount Due	Remarks (State date of liquidation and reason why if liquidated after the cut-off date)
					Less than 30 days	
Jovita I. Dalmacio	03 November, 2016	2 BOD Meeting and Management Meeting for November	JEV 2016-1877; DV 1611-1160; LBP 556062	30,689.00	30,689.00	Included in the CA meals for BOD meeting and 2017 Budget Hearing scheduled on Nov 21 and Nov 28, 2016.
B. Advances to Regular Disbursing Officers						
1. Payroll						
2. Seminars/Conference						
Jane Cooper	15 November, 2016	Seminar allowance of 86 SMWD employees including BOD for Gender & Mainstreaming on GAD Planning & Budgeting GS SDDBC at Subic Bay Freeport Zone, Zambales	JEV 2016-1966; DV 1611-1218; LBP 556130	106,800.00	106,800.00	Incomplete signatures on supporting documents
3. Expenses						
TOTALS				290,687.39	260,687.39	

Certified Correct:

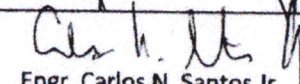

Jovita I. Dalmacio

Head, Accounting Department

Verified by:


Arcel T. Dabu
OIC - COA Audit Team Leader

Approved by:


Engr. Carlos N. Santos Jr.

Agency Head

Date Submitted:

12/1/2016