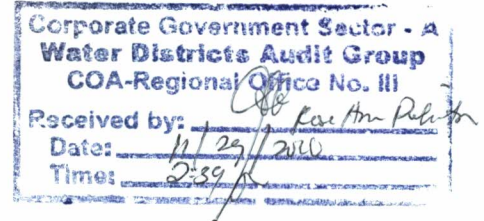




Santa Maria
WATER DISTRICT

28 November 2018



Ms. Arcel T. Dabu
State Auditor II
Commission on Audit Region 3
San Fernando, Pampanga

Dear Ms. Dabu:

In compliance to the Joint Memorandum Circular of Local Water Utilities Administration and Department of Budget and Management re: Guidelines on the Grant of the Fiscal Year 2018 Performance-Based Bonus (PBB) for Local Water Districts (LWDs) issued to Executive Order No. 80 Memorandum Circular No. 2018-01, we are submitting herewith the Report on Ageing of Cash Advances as of November 15, 2018.

Thank you and more power!

Respectfully Yours,

ENGR. CARLOS N. SANTOS, JR.
General Manager

Report on Ageing of Cash Advances
Schedule of Advances to Officers and Employees
As of November 15, 2018

Agency Name: **Santa Maria Water District**
Agency Code: _____

Book No: _____
Account Title: **Due from Officers and Employees**
Account Code: **10305020-001**

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	31-60 days	Over 1 Year	
A. Advances for Special Purposes								
1. Local Travel								
Engr. Edgardo E. Dela Torre Jr.	13 November, 2018	Allowance of participants for the Supervisory Development Track III on November 14-16, 2018 at Clark Pampanga per RCA# 201810-59.	JEV 2018-1910 DV 18-10-1154 LBP 653824	4,800.00	4,800.00			The purpose of the cash advance was not yet finished.
Engr. Carlos N. Santos Jr.	13 November, 2018	35th Annual Convention of Southern Tagalog Association of Water Districts (STAWD) on November 14-16, 2018 & PAWD 4th Quarter Board of Governors meeting on November 14, 2018 at Summit Ridge Tagaytay.	JEV 2018-1991 DV 18-11-1203 LBP 653861	20,000.00	20,000.00			The purpose of the cash advance was not yet finished.
2. Foreign Travel								
3. Special Activities/Projects								
Vivian P. Policarpio	07 November, 2018	Seasonal decorations of Santa Maria Water District.	JEV 2018-1920 DV 18-10-1165 LBP 653834	5,000.00	5,000.00			The purpose of the cash advance has not been served.
B. Advances to Regular Disbursing Officers								
1. Payroll								
2. Seminars/Conference								
3. Expenses								
TOTALS				29,800.00	29,800.00			

Certified Correct:

Jovita I. Dalmacio
Jovita I. Dalmacio

Approved by:

Carlos N. Santos Jr.
Engr. Carlos N. Santos Jr.

Head, Accounting Department

Agency Head

Verified by:

ARCEL T. DABU
COA-Regional Office No. III
COA Audit Team
Date: 11/29/2018
Times: 2:35

Date Submitted:

11/27/18