

November 20, 2019

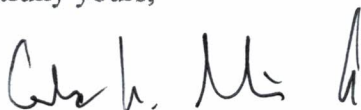
Ms. Arcel T. Dabu
State Auditor II
Commission on Audit Region 3
San Fernando, Pampanga

Dear Ms. Dabu:

In compliance to the Joint Memorandum Circular No. 2019-01 of Local Water Utilities Administration and Department of Budget and Management issued this November 18, 2019 Re: Guidelines on the Grant of the Fiscal year 2019 Performance-Based Bonus (PBB) for Local Water Districts (LWDs) pursuant to Executive Order (EO) No. 80, s. 2012, EO No. 201, s. 2016 and the AO 25 Inter-Agency Task Force Memorandum Circular No. 2019-01, we are submitting herewith the Report on Ageing of Cash Advances as of November 15, 2019.

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, 2019

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	61-365 days	Over 1 Year	
A. Advances for Special Purposes									
1. Local Travel									
ENGR. CARLOS N. SANTOS JR.	14 November, 2019	To grant cash advance for the PAWD-Human Resources Practitioners, Inc. Workshop meeting on November 18- 19, 2019 in Metropolitan Cebu Water District, Cebu City	DV# 19-11-1406 LBP CK# 717025	30,000.00	30,000.00				The purpose of the cash advance was not yet finished.
2. Foreign Travel									
3. Special Activities/ Projects									
MOANA MARIE M. AGUPITAN	13 November, 2019	To grant cash advance for the expenses to be incurred during BOD meetings and Committee meetings on November 13 and 20, 2019 per DR# F2019-10-060.	DV# 19-11-1358 LBP CK# 717001	20,000.00	10,000.00				With partial liquidation on November 14 for the first BOD meeting and the remaining cash advance is for the 2nd BOD on November 20 was not yet finished.
B. Advances to Regular									
Disbursing Officers									
1. Payroll									
2. Seminars/Conference									
3. Expenses									
TOTALS				50,000.00	40,000.00				

Certified Correct: *Jovita L. Dalmacio*
Jovita L. Dalmacio

Approved by: *Engr. Carlos N. Santos Jr.*
Engr. Carlos N. Santos Jr.

Head, Accounting Department
Verified by: ARCEL T. DABU

COA Audit Team Leader

Date Submitted: 11/25/19
Agency Head

CASH ADVANCES MONITORED AS OF NOVEMBER 15, 2019

A. CURRENT YEAR

Sector/Office	Unliquidated Cash Advance Beginning Balance (a)	Adjustments on Previous Quarters'		Adjusted Beginning Balance (d) [a + b - c]	Cash Advances Granted During the Quarter (e)	Total Balance (f) [d + e]	Liquidations during the Quarter (g)	% of Liquidation (h) [g / f]	Unliquidated Cash Advance Ending Balance (i) [f - g]	No. of Demand Letters Sent	No. of Unliquidated Cash Advance With Cases Referred to CSC/OMB	REMARKS
		Grants (b)	Liquidations (c)									
Corporate												
Santa Maria WD	-	4,789,102.00	4,352,096.86	437,005.14	1,613,823.72	2,050,828.86	2,010,828.86	98%	40,000.00	0	0	
Total												
Sector/Office	Unliquidated Cash Advance Beginning Balance (a)	Adjustments on Previous Quarters'		Adjusted Beginning Balance (d) [a + b - c]	Liquidations during the Quarter (e)	% of Liquidation (f) [e / d]	Unliquidated Cash Advance Ending Balance (g) [d - e]	No. of Demand Letters Sent	No. of Unliquidated Cash Advance With Cases Referred to CSC/OMB	REMARKS		
		Grants (b)	Liquidations (c)									
Corporate												
Santa Maria WD	-	-	-	-	-	-	-	-	-			
Total												
Grand Total (CY and PY)												

Certified Correct:


JOVITA I. DALMACO

OIC-FINANCE DIVISION

ARCEL T. DABU

Audit Team Leader