



Santa Maria

WATER DISTRICT

**“YOUR WATER, OUR OBLIGATION
YOUR CONVENIENCE, OUR SERVICE”**

SANTA MARIA WATER DISTRICT

2020 BUDGET



Santa Maria
WATER DISTRICT



Management
System
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I. BOARD RESOLUTION



Santa Maria

WATER DISTRICT

Excerpts from the minutes of the regular meeting of the Board of Directors of Santa Maria Water District held on January 20, 2020 at the Local Water Utilities Administration, Balara, Quezon City.

BOARD RESOLUTION NO. 2020-06

APPROVAL OF BUDGET FOR CALENDAR YEAR 2020 OF THE SANTA MARIA WATER DISTRICT

WHEREAS, the Santa Maria Water District was created pursuant to P.D. 198 as amended by P.D. 768, P.D. 1579 and R.A. 9286, otherwise known as Provincial Water Utilities Act of 1973, as mandated with a vision, mission and goal of providing the district's residents with a safe, adequate and reliable water service at the lowest reasonable cost;

WHEREAS, the Santa Maria Water District, classified as a government owned and/or controlled corporation (GOCC), is an entity which is independent, autonomous, non-stock, non-profit, self-reliant, self-supporting and does not receive any regular subsidy, grants and allocations from the government or any political subdivision;

WHEREAS, the Santa Maria Water District, in its pursuit to attain its mandate of 100% service coverage, must be able to develop its capability to manage and operate its resources by allocating and utilizing them thru the budget as per its financial plan for the optimum benefit and satisfaction of the District and its water consuming public;

WHEREAS, the Santa Maria Water District, as a public service agency, must be managed and operated in a business like or professional manner in order to maintain a sustained growth and development;

WHEREAS, the attached budget for calendar year 2020 was prepared and is intended to serve as the financial plan of actions of the Management of the District for the ensuing year, to establish the authority of the Management to allocate and utilize the District's financial resources as planned, to initialize control in the utilization of its resources within the framework or schedule as designed and serve as a feedback mechanism to monitor and evaluate actual operational parameters and serve as warning signs to alert the Management to adopt remedial measures, when necessary, to keep the financial operation as planned;

MS. CARMELITA T. FRANCISCO

MS. TEOFORA J. CATTIIS

ENGR. BRIAN EMBERSON D. HERNANDEZ

MS. ANIELIA S. DE JESUS

MS. ANNALIZA T. RAMIREZ



Santa Maria WATER DISTRICT

WHEREAS, the first page is the title page of the Budget for Calendar Year 2020 and approval by the Board of Directors of the Santa Maria Water District;

WHEREAS, annex A contains the general assumptions of the proposed budget;

WHEREAS, annex B of the attached budget contains the **Estimated Net Income** for C.Y. 2020 with the amount of SIX MILLION NINE HUNDRED SEVENTY-THREE THOUSAND NINE HUNDRED NINETY-THREE PESOS (P 6,973,993.00);

WHEREAS, annex C of the attached budget contains the proposed Cash Budget for C.Y. 2020 with the **Total Estimated Receipts** at THREE HUNDRED TWENTY-SEVEN MILLION THREE HUNDRED TWENTY-NINE THOUSAND FIVE HUNDRED EIGHTY-FIVE PESOS (P327,329,585.00) and **Total Estimated Disbursements** at THREE HUNDRED FIFTY MILLION SEVEN HUNDRED EIGHTY-NINE THOUSAND TWO HUNDRED FIFTY-SIX PESOS (P 350,789,256.00) and an **Estimated Cash Balance** of FIVE MILLION EIGHT HUNDRED SIXTY-FIVE THOUSAND ONE HUNDRED FIFTY-FIVE PESOS (P 5,865,155.00);

WHEREAS, annex D of the attached budget contains the **Estimated Billing** for C.Y. 2020 with an amount of TWO HUNDRED NINETY-FIVE MILLION ONE HUNDRED SIXTY-FIVE THOUSAND EIGHTY-SIX PESOS (P 295,165,086.00) and **Estimated Collection** with an amount of TWO HUNDRED NINETY MILLION SIX HUNDRED SEVENTY-FOUR THOUSAND SEVEN HUNDRED SIXTY-FIVE PESOS (P290,674,765);

WHEREAS, annex E of the attached budget contains the **Estimated Miscellaneous Service Revenues** for C.Y. 2020 with a total amount of FOUR MILLION THIRTY-TWO THOUSAND ONE HUNDRED PESOS (P 4,032,100.00);

WHEREAS, annex F of the attached budget contains the **Estimated Schedule of Meter Maintenance Fee** for C.Y. 2020 with a Total Collection amount of TWO MILLION ONE HUNDRED EIGHTY-ONE THOUSAND SIX HUNDRED THIRTY-SEVEN PESOS (P 2,181,637.00);

WHEREAS, annex G of the attached budget contains **Budget Appropriation Request** (page 1-7) for C.Y. 2020 shows the details of the Operating and Maintenance Expenses per expense account in the amount of TWO HUNDRED NINETY-FIVE MILLION THREE HUNDRED SIXTY-SEVEN THOUSAND SEVENTEEN PESOS AND FORTY-SIX CENTAVOS (P 295,367,017.46);

WHEREAS, annex H of the attached budget contains the proposed **Capital Expenditures** Budget (page 1-3) for C.Y. 2020 with a Total Estimated amount of FORTY MILION EIGHTY-FOUR THOUSAND EIGHT HUNDRED ONE PESOS AND SEVENTY-EIGHT CENTAVOS (P40,084,801.78);

MS. CARMELITA FRANCISCO

MS. TEOPHORA I. CATTIS

ENGR. BRIAN EMERSON E. HERNANDEZ

MS. ANIELLA DE JESUS

MS. ANNAVIVA C. RAMIREZ





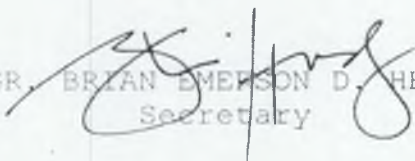
Santa Maria WATER DISTRICT

NOW THEREFORE, on motion duly made and seconded, be it RESOLVED as it is hereby RESOLVED, to approve the attached Budget for Calendar Year 2020.


RESOLVED FURTHER, to adopt the attached Budget for Calendar Year 2020 as the Management's guidelines for the Santa Maria Water District's financial operation for calendar year 2020.

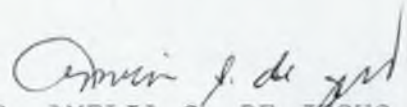
UNANIMOUSLY APPROVED by all directors present this 20th day of January, 2020 at the Local Water Utilities Administration, Balara, Quezon City.

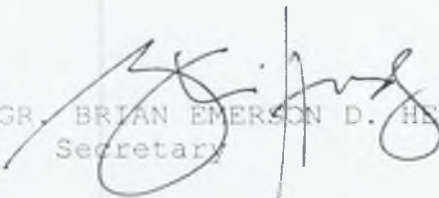
CERTIFIED CORRECT:



ENGR. BRIAN EMERSON D. HERNANDEZ
Secretary

ATTESTED BY:


MS. ANNALIZA C. RAMIREZ
Member/V.R.O.


MS. AMELIA S. DE JESUS
Member/Auditor


ENGR. BRIAN EMERSON D. HERNANDEZ
Secretary


MS. TEODORA J. CATIIS
Vice-Chairman


MS. CARMELITA V. FRANCISCO
Chairperson

III. ANNEXES



Santa Maria
WATER DISTRICT

CASH BUDGET

FOR BUDGET YEAR 2020

Receipts:

		% of Receipts
Collection of Waterbills	290,674,765	88.80%
Collection of Meter Maintenance fee	2,181,637	0.67%
Collection of Other Revenues	4,032,100	1.23%
Proceeds from Sale of Fittings	16,265,896	4.97%
Proceeds of Fund Transfer from Guaranty Deposits	14,634,997	4.47%
Discounts	(459,811)	-0.14%
Total Receipts	327,329,585	100%

Disbursements:

		% of Disbursement
Personal Services and Other Personnel Benefits	79,582,477	22.69%
Power Cost	1,341,850	0.38%
Generation Cost	29,085,949	8.29%
Bulk supply	109,487,875	31.21%
Maintenance and Operating Expenses	23,690,740	6.75%
Repairs and Maintenance	17,408,228	4.96%
Extraordinary and Miscellaneous Expenses	177,600	0.05%
Donation and Subsidies	296,600	0.08%
Taxes, Insurance Premiums and Other Fees	738,990	0.21%
Major Events and Conventions Expenses	3,466,585	0.99%
Other Financial Expenses	12,525,367	3.57%
Capital Expenditures	40,084,802	11.43%
Purchase of WM for NI and Sale of Fittings	14,877,635	4.24%
Purchase of Inventory	608,455	0.17%
Sinking Fund (3% of Waterbill Receipts)	1,155,274	0.33%
Debt Service		
LWUA	5,755,555	1.64%
NHA	898,439	0.26%
PNB	9,035,406	2.58%
LBP	571,429	0.16%
Total Disbursements	350,789,256	100%

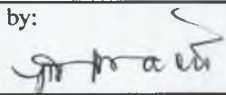
Net Receipts

	(23,459,671)
Cash Balance Jan 1, 2020	29,324,826
Cash Balance Dec 31, 2020	5,865,155

Prepared by:


Joe D. Del Rosario
Senior Corporate Accountant C

Recommended by:


Jovita I. Dalmacio
Department Manager B
Administrative, Finance and General Services



Santa Maria
WATER DISTRICT

INCOME STATEMENT BUDGET

FOR BUDGET YEAR 2020

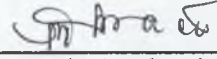
Revenues:		% of Total Income
Other Service Income	6,247,474	2.07%
Income from Waterworks System	289,845,761	95.87%
Discounts	(459,811)	(0.15%)
Fines and Penalties	5,319,325	1.76%
Other Revenues:		
Revenue from Sale of Fittings	1,388,261	0.46%
	302,341,010	100.00%

Expenses:		% of Total Expenses
Personal Services		
Salaries and Wages	49,402,965	16.73%
Other Compensation	20,085,569	6.80%
Personnel Benefits Contribution	5,838,519	1.98%
Other Personnel Benefits	4,255,425	1.44%
Maintenance and Operating Expenses		0.00%
Travelling Expenses	3,426,640	1.16%
Training and Scholarship Expenses	2,609,078	0.88%
Supplies and Materials Expenses	8,074,186	2.73%
Semi-Expendable Machinery and Equipment Expenses	428,094	0.14%
Utility Expenses	1,341,850	0.45%
Communication Expenses	1,408,529	0.48%
Awards/Rewards Expenses	50,000	0.02%
Generation, Transmission and Distribution Expenses	138,573,824	46.92%
Confidential, Intelligence and Extra Ordinary Expenses	177,600	0.06%
Professional Services	837,414	0.28%
Other General Services	2,828,496	0.96%
Repairs and Maintenance		
Building	103,226	0.03%
Office Equipment, Furnitures and Fixtures	668,963	0.23%
Machineries and Equipment	426,998	0.14%
Transportation Equipment	1,186,767	0.40%
Other Property, Plant and Equipment	15,022,273	5.09%
Subsidies and Donation	296,600	0.10%
Taxes, Insurance Premiums and Other Fees	738,990	0.25%
Other Maintenance and Operating Expenses		
Membership Dues and Contributions to Organizations - Assessment Fee	161,227	0.05%
Advertising Expenses	975,080	0.33%
Printing and Publication Expenses	5,000	0.00%
Rent/Lease Expenses- Office Building	707,616	0.24%
Representation Expenses	1,982,880	0.67%
Transportation and Delivery Expenses	196,500	0.07%
Non-Cash Expenses		0.00%
Impairment Loss-Loans and Receivables	25,000	0.01%
Depreciation / Amortization	17,539,756	5.94%
Major Events and Conventions Expenses	3,466,585	1.17%
Financial Expenses	12,525,367	4.24%
Total Expenses	295,367,017	100.00%
Net Income	6,973,993	2.31%

Prepared by:


Jay Del Rosario
Senior Corporate Accountant C

Recommended by:


Jovita I. Dalmacio
Department Manager B
Administrative, Finance and General Services



Santa Maria

WATER DISTRICT

GENERAL ASSUMPTIONS

For the Budget Year 2020

A. Service Connection			
Active Connection			
	As of December 31, 2019		36,043
	As of December 31, 2020		39,000
	Increase in number of active connection per year		2,957
Billed Connection			
	As of December 31, 2019		35,322
	As of December 31, 2020		38,220
	Increase in number of connection per year		2,898
	Average increase in number of connection per month		242
	Number of Reconnection per annum		25,536
	Number of Reconnection per month		2,128
B. Consumption			
	Average consumption per connection (cu.m.)		25.02
C. Effective Rate (P) @ P 195.00			26.23
1. Tariff rates			
1.a No increase in tariff rate for CY 2020			
D. Collection			
	On-Time Paid		81.63%
	Collection Efficiency		98.47%
	Collection Ratio		93.61%
E. Water Production			
		12,915,396	100.00%
	Bulk Supply (Phil Hydro)	6,217,461	48.14%
	Bulk Supply (Bulacan Bulk)	1,830,000	14.17%
	Ground Water	4,867,935	37.69%
F. Accounted For Water			
	Metered Billed	11,107,241	86.00%
	Metered Unbilled	10,000	0.08%
	Unmetered Unbilled	1,478,471	11.45%
			97.52%
H. Unaccounted water		106,678	0.83%
			98.35%
I. Non Revenue Water		1,808,155	14.00%
J. Operating Ratio			94.20%

K. Total Number of Personnel	
Office of the Board of Director	1
Office of the General Manager	2
Administrative, Finance and General Services De	1
Administrative Services Division	7
Finance Division	10
General Services Division	12
Commercial Services Department	0
Customer Accounts Division	11
Customer Services Division	8
Operations Department	1
Water Resource Division	11
Construction and Maintenance Division	7
Engineering Division	6
Total Personnel	77
Board of Directors	5
Total	82

POP	Casual	Job Order	Total
1			1
2		1	3
1			1
7	1	13	21
10		2	12
12	1	5	18
0			0
11		16	27
8	2	11	21
1		1	2
11		5	16
7	10	18	35
6	3	11	20
77	17	83	177
5			5
82	17	83	182

"YOUR WATER. OUR OBLIGATION
YOUR CONVENIENCE. OUR SERVICE."



7 | P a g e



Santa Maria

WATER DISTRICT

L. Salaries and Other Benefits granted to all regular, temporary and casual employees.

1. Salaries

1.a. Basic Salary

Salaries of employees shall be based on the itemized positions of the 2014 DBM approved Plantilla of Position. Basic salaries shall be computed based on the 2019 Salary Standardization Law (SSL 2014) 4th Tranche. (Ref. EO 201 dtd Feb 19, 2016) with 5% provision for increase in anticipation to SSL5

1.b. Compulsory Contribution

The government and employee shall contribute their share to the ECC, PHIC, GSIS and HDMF

2. Benefits and Allowances shall include:

2.a. Uniform /Clothing Allowance

Shall be computed based on the number of itemized positions as of December 2018 multiplied by P 6,000 per annum. (Ref. BC No. 2018-1 dtd March 8, 2018)

2.b. Mid Year Bonus

Beginning FY 2016, a Midyear Bonus equivalent to one (1) month basic salary as of May 15, shall be granted to those who have rendered at least four (4) months of satisfactory service and are still in the service as of the same date, to be given not earlier than May 15 of every year (Ref. Section 4 of EO 201)

2.c. Year-End Bonus and Cash Gift

The Year-End Bonus is equivalent to one (1) month basic salary as of October 31 of the year and the Cash Gift at P 5,000. (Ref. BC No. 2010-1 dtd April 28, 2010)

2.d. Personnel Economic Relief Allowance (PERA)

The PERA is granted to regular and casual employees in the amount of P2,000.00 per month. (Ref. BC No. 2009-3 dated August and other guidelines issued by the DBM)

2.e. Overtime

The budgeted overtime is computed at a rate of 3% of the basic salaries.

Expenditures (GAA Sec 18) Use of Government Funds)

All kinds of procurement shall be subject to the conditions prescribed in RA No. 9184, its IRR and GPPB issuances.

1. Purchase of goods, infrastructure projects, consulting services, including common-use supplies shall be made in accordance with provisions of RA 9184, its IRR and other guidelines issues thereon. To promote transparency and achieve efficiency in the procurement process, the PHILGEPs shall be the primary and repository of information on government procurement.
2. Procurement of common-use supplies shall be from the Procurement Service (PS) as mandated under LOI No. 755 dated October 18, 1978, EO No. 359 s. 1989, AO No. 17 s. 2011. Procurement of critical supplies such as fuel, equipment spare parts and other analogous items, the SMWD may resort to the use of Ordering Agreement subject to the provisions of RA 9184, its IRR and GPPB guidelines.
3. Purchase of motor vehicles shall be made pursuant to AO No. 233, s. 2008 as amended by AO No. 15 s. 2011, BC No. 2010-2 dated March 1, 2010.
4. Payment of foreign travel expenses of government officials and employees for training, seminar or conference abroad shall be in accordance with EO Nos. 248, 248-A s. 1995 as amended by EO No. 298 s. 2004 and other guidelines issued thereon. Provided, that no official or employee may be sent when they are due to retire within one (1) year after the said foreign travel.
5. Printing of accountable forms shall be at the National Printing Office (NPO) or any recognized government printers (RGP).
6. Inventory of supplies, materials and equipment spare parts to be procured shall not exceed the normal three-month requirements.
7. Emergency procurement of supplies, materials and equipment spare parts may be undertaken when there is an unforeseen contingency requiring immediate purchase subject to the conditions prescribed in RA 9184.
8. The SMWD will formulate a Gender and Development (GAD) Plan to be integrated in the regular activities which shall be at least 5% of the total budget.



Santa Maria
WATER DISTRICT

Schedule of Service Connections, Effective Rate, Average Consumption and Collection Ratios

FOR BUDGET YEAR 2020

2019	2019 Data			2019 Effective Rate	2020 Increase in billed connection	Monthly Increase in number of Service Connections						Collection Ratios			
	No. of Connection Billed	Cu.m Billed	Amount			Average Consump	2015	2016	2017	2018	2019	%	OTP	CE	CR
Jan	32,810	793,154	21,552,438.45	24.17	203	197	221	204	193	189	7%	83.10%	96.82%	84.34%	
Feb	32,972	692,413	18,642,807.80	21.00	174	247	223	291	212	162	6%	80.40%	98.19%	91.22%	
Mar	33,185	724,213	19,572,847.15	21.82	229	204	247	398	271	213	8%	81.81%	98.88%	94.18%	
Apr	33,489	802,477	21,709,954.75	23.96	326	277	258	231	257	304	11%	83.72%	98.64%	95.22%	
May	33,753	790,060	21,310,229.05	23.41	283	119	249	272	347	264	10%	78.75%	98.91%	96.26%	
June	34,077	878,873	23,351,988.45	25.79	348	372	212	300	242	324	12%	83.60%	98.92%	96.82%	
July	34,322	859,097	23,395,299.19	25.03	263	305	282	222	227	245	9%	80.03%	98.96%	97.20%	
Aug	34,566	862,059	23,429,837.50	24.94	262	242	206	220	190	244	9%	81.63%	98.47%	93.61%	
Sep	34,782	880,743	23,904,559.88	25.32	232	196	249	213	205	216	8%	81.63%	98.47%	93.61%	
Oct	34,949	987,910	24,016,920.78	28.27	179	161	204	252	158	167	6%	81.63%	98.47%	93.61%	
Nov	35,128	992,871	24,413,572.35	28.26	192	269	244	155	170	179	7%	81.63%	98.47%	93.61%	
Dec	35,322	998,241	22,489,134.30	28.26	208	168	172	206	184	194	7%	81.63%	98.47%	93.61%	
Total		10,262,110	267,789,589.64	300.24	2,898	2,757	2,767	2,964	2,656	2,701	95%	979.56%	1181.67%	1123.29%	
Average				25.02	242								81.63%	98.47%	93.61%
Budget				25.02		2,800	2300	2,305	2,800	2,854			81.63%	98.47%	93.61%



Santa Maria
WATER DISTRICT

Estimated Billing and Collection

FOR BUDGET YEAR 2020

BILLING

Month	No. of Service		Metered Consumption	Monthly Billing(639)	Penalty(649)	Total
	2019	Connection				
January	32,810	35,525	858,782 P	23,335,757 P	394,374 P	23,730,131
February	32,972	35,699	749,672	20,184,485	395,669	20,580,154
March	33,185	35,927	784,057	21,190,222	385,369	21,575,590
April	33,489	36,253	868,719	23,502,036	382,652	23,884,688
May	33,753	36,537	855,218	23,067,730	490,171	23,557,901
June	34,077	36,884	951,277	25,275,784	414,644	25,690,429
July	34,322	37,147	929,815	25,321,103	505,662	25,826,766
August	34,566	37,409	932,963	25,356,950	465,807	25,822,757
September	34,782	37,641	953,134	25,869,351	475,220	26,344,571
October	34,949	37,820	1,069,066	25,989,900	477,434	26,467,334
November	35,128	38,012	1,074,389	26,418,001	485,299	26,903,300
December	35,322	38,220	1,080,150	24,334,442	447,024	24,781,466
			11,107,241	289,845,761	5,319,325	295,165,086

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COLLECTION

Month	On-Time Paid		Arrears		Total (CE)
January	P	19,392,014	P	3,583,499	P 22,975,513
February		16,227,800		3,979,853	20,207,653
March		17,336,536		3,997,408	21,333,944
April		19,675,517		3,884,339	23,559,856
May		18,166,023		5,135,097	23,301,120
June		21,129,340		4,283,632	25,412,972
July		20,264,479		5,293,688	25,558,167
August		20,698,878		4,728,791	25,427,669
September		21,117,151		4,824,348	25,941,499
October		21,215,555		4,846,829	26,062,384
November		21,565,015		4,926,665	26,491,680
December		19,864,205		4,538,104	24,402,309
	P	236,652,513	P	54,022,252	P 290,674,765



Santa Maria
WATER DISTRICT

Estimated Miscellaneous Service Revenue

FOR BUDGET YEAR 2020

Application fees

No of jobs:		2,957
Revenue per job	P	150.00
Total	P	<u>443,550.00</u>

Reconnection Fees

No of jobs:		25,536
Revenue per job	P	100.00
Total	P	<u>2,553,600.00</u>

Service Charge

No. of jobs		2,957
Revenue per job	P	350.00
Total	P	<u>1,034,950.00</u>

Total Miscellaneous Service Revenues	P	<u>4,032,100.00</u>
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Santa Maria
WATER DISTRICT

Estimated Schedule of Meter Maintenance Fee

FOR BUDGET YEAR 2020

		<u>Billing</u>	<u>Collection</u>
January	35,525	177,624	171,976
February	35,699	178,493	175,262
March	35,927	179,636	177,624
April	36,253	181,267	178,802
May	36,537	182,683	180,692
June	36,884	184,422	182,430
July	37,147	185,736	183,805
August	37,409	187,046	184,184
September	37,641	188,206	185,326
October	37,820	189,099	186,206
November	38,012	190,061	187,153
December	38,220	191,101	188,178
		<u>2,215,374</u>	<u>2,181,637</u>



SUMMARY OF BUDGET APPROPRIATION REQUEST

FOR BUDGET YEAR 2020

A. Personal Services, Maintenance and Other Operating Expenses and Financial Expenses

A/C No.	EXPENSES	Administrative Department				Commercial Department			Operations Department			% to Total	2019 Approved Budget	
		Admin Services (110)	Finance (120)	General Services (130)	Customer Accounts (210)	Customer Services (220)	Water Resource (310)	Construction and Maintenance (320)	Engineering (330)	Total				
50101010	PERSONAL SERVICES													
50101020	Salaries and Wages-Regular	35,044,710.75												23,028,562.00
50101020	Salaries and Wages-Casual/Contractual	14,358,254.40												13,612,680.00
	Total Personal Services	49,402,965.15												36,641,242.00
50102010	OTHER COMPENSATION													
50102020	Personnel Economic Relief Allowance (PERA)	3,288,000.00												3,576,000.00
50102030	Representation Allowance (RA)	762,000.00												342,000.00
50102040	Transportation Allowance (TA)	762,000.00												342,000.00
50102080	Clothing/Uniform Allowance	564,000.00												709,251.16
50102090	Productivity Incentive Allowance	2,198,536.38												2,176,457.95
50102100	Other Bonuses and Allowances	3,448,269.56												2,330,785.00
50102100-111	Honoraria		1,657,344.00											1,224,288.00
50102100-112	Honoraria - Board of Directors Per Diems		414,336.00											306,072.00
50102100-113	Honoraria - 25% Reimbursible Expenses		1,125,900.00											1,109,100.00
50102100-114	Honoraria - Seminars, Conventions, Meetings etc.		564,394.00											787,878.00
50102120	Honoraria - Performance Based Bonus													20,000.00
50102130	Longevity Pay	40,000.00												20,000.00
50102150	Overtime and Night Pay	1,127,519.16												1,099,237.26
50102150	Cash Gift	685,000.00												745,000.00
50102140	Year End Bonus	3,448,269.56												3,053,964.00
	Total Other Compensation	16,323,594.66	3,761,974.00											17,822,033.37
50103010	PERSONNEL BENEFITS CONTRIBUTIONS													
50103020	Retirement and Life Insurance Premiums	5,001,705.84												4,396,949.04
50103030	Pag-IBIG Contributions	164,400.00												178,800.00
50103030	PhilHealth Contributions	508,012.72												469,138.49



Santa Maria
WATER DISTRICT

SUMMARY OF BUDGET APPROPRIATION REQUEST

***FOR BUDGET YEAR 2020**

A. Personal Services, Maintenance and Other Operating Expenses and Financial Expenses

A/C No.	EXPENSES	Administrative Department			Commercial Department			Operations Department			Total	% to Total	2019 Approved Budget
		Admin Services (110)	Finance (120)	General Services (130)	Customer Accounts (210)	Customer Services (220)	Water Resource (310)	Construction and Maintenance (320)	Engineering (330)				
50103040	Employees Compensation Insurance Premiums	164,400.00	-	-	-	-	-	-	-	-	164,400.00	0.06%	178,800.00
	Total Personnel Benefits Contributions	5,838,518.56	-	-	-	-	-	-	-	-	5,838,518.56	0.02	5,223,687.53
50104030	OTHER PERSONNEL BENEFITS	3,300,634.82	-	-	-	-	-	-	-	-	3,300,634.82	1.12%	3,194,513.26
50104990	Terminal Leave Benefits	954,790.00	-	-	-	-	-	-	-	-	954,790.00	0.32%	564,000.00
	Total Other Personnel Benefits	4,255,424.82	-	-	-	-	-	-	-	-	4,255,424.82	0.01	3,758,513.26
	MAINTENANCE AND OTHER OPERATING EXPENSES												
50201010	Traveling Expenses - Local	-	450,000.00	176,640.00	-	-	-	-	-	-	626,640.00	0.21%	766,311.33
50201020	Traveling Expenses - Foreign	-	2,800,000.00	-	-	-	-	-	-	-	2,800,000.00	0.95%	2,750,000.00
	Total Travelling Expenses	-	3,250,000.00	176,640.00	-	-	-	-	-	-	3,426,640.00	0.01	3,516,311.33
50202010	Training Expenses	2,609,077.50	-	-	-	-	-	-	-	-	2,609,077.50	0.88%	2,227,206.00
	Total Training Expenses	2,609,077.50	-	-	-	-	-	-	-	-	2,609,077.50	0.88%	2,227,206.00
50203010	Supplies and Materials Expenses	522,181.90	189,297.42	251,613.68	458,755.65	179,162.77	41,352.10	19,020.70	45,831.00	1,707,215.22	1,707,215.22	0.58%	1,738,831.02
50203020	Office Supplies Expenses	-	73,900.00	-	1,339,200.00	-	-	-	-	-	1,413,100.00	0.48%	932,996.00
50203090	Fuel, Oil and Lubricants Expenses	-	-	1,496,714.52	-	-	-	-	176,581.66	-	1,673,296.18	0.57%	1,556,379.77
50203130	Chemical and Filtering Supplies Expenses - Water Resources	-	-	-	-	-	2,084,000.00	-	-	-	2,084,000.00	0.71%	2,343,452.80
50203990	Other Supplies and Materials Expenses	3,000.00	-	1,750.00	75,483.00	299,799.52	157,114.00	547,265.40	112,163.00	1,196,574.92	1,196,574.92	0.41%	770,908.83
	Total Supplies and Materials Expenses	525,181.90	263,197.42	1,750,078.20	1,873,438.65	478,962.29	2,282,466.10	769,678.06	131,183.70	8,074,186.32	8,074,186.32	0.03	7,342,568.42
50203210	Semi-Expendable Machinery and Equipment Expenses	80,658.00	55,250.00	114,228.00	94,090.00	35,768.00	38,200.00	9,900.00	-	-	428,094.00	0.14%	582,776.72



Santa Maria
WATER DISTRICT

SUMMARY OF BUDGET APPROPRIATION REQUEST

FOR BUDGET YEAR 2020

A. Personal Services, Maintenance and Other Operating Expenses and Financial Expenses

A/C No.	EXPENSES	Administrative Department			Commercial Department			Operations Department			Total	% to Total	2019 Approved Budget
		Admin Services (110)	Finance (120)	General Services (130)	Customer Accounts (210)	Customer Services (220)	Water Resource (310)	Construction and Maintenance (320)	Engineering (330)				
	<i>Total Semi-Expendable Machinery and Equipment Expenses</i>	80,658.00	55,250.00	114,228.00	94,090.00	35,768.00	38,200.00	9,900.00	-	428,094.00	0.00	582,776.72	
	Utility Expenses												
50204010	Water Expenses	80,640.00			268,121.28					348,761.28	0.12%	344,921.28	
50204020	Electricity Expenses - Office Building		991,688.76							991,688.76	0.34%	991,688.76	
50204990	Other Utility Expenses - Cooking Gas			1,400.00						1,400.00	0.00%	1,516.32	
	<i>Total Utility Expenses</i>	80,640.00	991,688.76	1,400.00	268,121.28	-	-	-	-	1,341,850.04	0.00	1,338,126.36	
	Communication Expenses												
50205010	Postage and Courier Services	5,000.00								5,000.00	0.00%	5,000.00	
50205020-1	Telephone Expenses - Subscription Plan (Landline)		128,365.46							128,365.46	0.04%	128,365.46	
50205020-2	Telephone Expenses - Subscription Plan (Mobile)		204,360.00	125,216.00		26,988.00				356,564.00	0.12%	301,538.54	
50205030	Internet Subscription Expenses	65,000.00	187,200.00	36,400.00						288,600.00	0.10%	237,200.00	
50205040	Cable, Satellite, Telegraph and Radio Expenses			630,000.00						630,000.00	0.21%	554,702.40	
	<i>Total Communication Expense</i>	70,000.00	519,925.46	791,616.00	-	26,988.00	-	-	-	1,408,529.46	0.00	1,226,806.40	
	Awards/Rewards Prizes												
50206010	Awards/Rewards Expenses				50,000.00					50,000.00	0.02%	50,000.00	
	<i>Total Other Maintenance and Operating Expenses</i>	-	-	-	50,000.00	-	-	-	-	50,000.00	0.00	50,000.00	
	Generation, Transmission and Distribution Expenses												
50209010-2	Generation, Transmission and Distribution Expenses - Purchased Water						109,487,875.14			109,487,875.14	37.07%	97,459,198.96	
50209010	Generation, Transmission and Distribution Expenses - Power or Fuel Purchased for Pumping		29,066,709.07				19,240.00			29,085,949.07	9.85%	22,754,189.12	
	<i>Total Generation, Transmission and Distribution Expenses</i>	-	29,066,709.07	-	-	-	109,507,115.14	-	-	138,573,824.21	46.92%	120,213,388.08	
	Confidential, Intelligence and Extraordinary and Expenses												



Santa Maria
WATER DISTRICT

SUMMARY OF BUDGET APPROPRIATION REQUEST

FOR BUDGET YEAR 2020

A. Personal Services, Maintenance and Other Operating Expenses and Financial Expenses

A/C No.	EXPENSES	Administrative Department			Commercial Department			Operations Department			% Total	2019 Approved Budget
		Admin Services (110)	Finance (120)	General Services (130)	Customer Accounts (210)	Customer Services (220)	Water Resource (310)	Construction and Maintenance (320)	Engineering (330)	Total		
50210030-1	Extraordinary and Miscellaneous Expenses - OGCC		60,000.00							60,000.00	0.02%	10,000.00
50210030-2	Extraordinary and Miscellaneous Expenses - GM		117,600.00							117,600.00	0.04%	117,600.00
	Total Confidential, Intelligence, Extraordinary Expenses	-	177,600.00	-	-	-	-	-	-	177,600.00	0.06%	127,600.00
	PROFESSIONAL SERVICES											
50211010	Legal Services	219,080.00		5,000.00						224,080.00	0.08%	199,920.00
50211020	Auditing Services		200,000.00							200,000.00	0.07%	200,000.00
50211030	Consultancy Services	413,334.00								413,334.00	0.14%	300,000.00
	Total Professional Services	632,414.00	200,000.00	5,000.00	-	-	-	-	-	837,414.00	0.28%	699,920.00
	General Services											
50212030	Security Services			1,973,496.48						1,973,496.48	0.67%	1,744,431.68
50212990	Other General Services						855,000.00			855,000.00	0.29%	756,981.04
	Total General Services	-	-	1,973,496.48	-	-	855,000.00	-	-	2,828,496.48	0.96%	2,501,412.72
	REPAIRS AND MAINTENANCE											
	Building & Other Structures											
50213040	Repairs and Maintenance-Buildings and Other Structures - Buildings			47,445.00			55,781.40			103,226.40	0.03%	148,974.24
	Total Repairs and Maintenance - Building & Other Structures	-	-	47,445.00	-	-	55,781.40	-	-	103,226.40	0.03%	148,974.24
	Office Equipment, Furnitures and Fixtures											
50213050	Repairs and Maintenance-Machinery and Equipment - Office Equipment			105,596.00						105,596.00	0.04%	87,410.00
50213070	Repairs and Maintenance-Furniture and Fixtures			5,000.00						5,000.00	0.00%	12,860.00
50213050-1	Repairs and Maintenance-Machinery and Equipment - ICT Equipment			558,367.00						558,367.00	0.19%	522,651.56



SUMMARY OF BUDGET APPROPRIATION REQUEST

FOR BUDGET YEAR 2020

A. Personal Services, Maintenance and Other Operating Expenses and Financial Expenses

A/C No.	EXPENSES	Administrative Department				Commercial Department			Operations Department			% to Total	2019 Approved Budget	
		Admin Services (110)	Finance (120)	General Services (130)	Customer Accounts (210)	Customer Services (220)	Water Resource (310)	Maintenance and Construction (320)	Engineering (330)	Total				
	Total Repairs and Maintenance - Office Equipment, Furniture & Fixtures	-	-	668,963.00	-	-	-	-	-	668,963.00	-	622,921.56	0.23%	
	Machineries and Equipment													
50213050-2	Repairs and Maintenance-Machinery and Equipment - Communication Equipment			10,000.00						10,000.00		10,400.00	0.00%	
50213050-3	Repairs and Maintenance-Machinery and Equipment - Construction and Heavy Equipment			335,810.21						335,810.21		205,229.60	0.11%	
50213050-4	Repairs and Maintenance-Machinery and Equipment - Firefighting Equipment and Accessories			10,000.00				71,187.98		81,187.98		112,000.00	0.03%	
	Total Repairs and Maintenance - Machineries & Equipment	-	-	355,810.21	-	-	-	71,187.98	-	426,998.19		327,629.60	0.14%	
	Transportation Equipment													
50213060	Repairs and Maintenance-Transportation Equipment - Motor Vehicles			1,186,767.28						1,186,767.28		1,041,906.10	0.40%	
	Total Repairs and Maintenance - Transportation Equipment	-	-	1,186,767.28	-	-	-	-	-	1,186,767.28		1,041,906.10	0.40%	
	Repairs and Maintenance - Other Property Plant and Equipment													
50213990-1	Repairs and Maintenance-Other Property, Plant and Equipment - Power Production Equipment									222,803.62		334,641.16	0.08%	
50213990-2	Repairs and Maintenance-Other Property, Plant and Equipment - Pumping Equipment									1,590,313.36		1,517,876.10	0.54%	
50213990-3	Repairs and Maintenance-Other Property, Plant and Equipment - Water Treatment Equipment									113,447.10		181,038.00	0.04%	
50213030-4	Repairs and Maintenance-Plant-Utility Plant in Service - Reservoirs and Tanks									38,732.00		124,601.60	0.01%	



Santa Maria
WATER DISTRICT

SUMMARY OF BUDGET APPROPRIATION REQUEST

FOR BUDGET YEAR 2020

A. Personal Services, Maintenance and Other Operating Expenses and Financial Expenses

A/C No.	EXPENSES	Administrative Department			Commercial Department			Operations Department and Construction			% to Total	2019 Approved Budget
		Admin Services (110)	Finance (120)	General Services (130)	Customer Accounts (210)	Customer Services (220)	Water Resource (310)	Maintenance (320)	Engineering (330)	Total		
50213030-5	Repairs and Maintenance-Plant-Utility Plant in Service - Transmission and Distribution Mains						190,016.26	6,636,708.51	887,124.64	7,713,849.41	2.61%	6,069,055.20
50213030-6	Repairs and Maintenance-Plant-Utility Plant in Service - Services						295,792.00	4,885,676.21	81,840.00	4,967,516.21	1.68%	5,575,291.28
50213030-7	Repairs and Maintenance-Plant-Utility Plant in Service - Meters									295,792.00	0.10%	278,880.00
50213990	Repairs and Maintenance-Other Property, Plant and Equipment - Tools, Shops and Garage			63,819.20			16,000.00			79,819.20	0.03%	83,884.32
	Total Repairs and Maintenance - Other Property, Plant & Equipment	-	-	63,819.20	-	-	2,467,104.34	11,522,384.72	968,964.64	15,022,272.90	5.09%	14,165,267.66
50214050	Subsidies and Donation						216,600.00			216,600.00	0.07%	216,600.00
50299080	Financial Assistance to NGOs/POs	80,000.00								80,000.00	0.03%	80,000.00
	Total Subsidies and Donation	80,000.00	-	-	216,600.00	-	-	-	-	296,600.00	0.10%	296,600.00
50215040	Taxes, Insurance Premiums and Other Fees											
50215020	Taxes, Duties and Licenses		40,000.00	96,316.80			100,000.00			236,316.80	0.08%	227,486.46
50215030	Fidelity Bonds Premiums	149,068.80		353,604.00						149,068.80	0.05%	131,667.09
	Insurance Expenses									353,604.00	0.12%	124,339.44
	Total Taxes, Insurance Premiums and Other Fees	149,068.80	40,000.00	449,920.80	-	-	100,000.00	-	-	738,989.60	0.25%	483,492.99
50299060	Other Maintenance and Operating Expenses											
50299010	Membership Dues and Contributions to Organizations - Assessment Fee	1,200.00								161,226.50	0.05%	161,226.50
50299020	Advertising Expenses	255,000.00						720,080.00		975,080.00	0.33%	701,034.00
50299050	Printing and Publication Expenses		5,000.00							5,000.00	0.00%	5,000.00
	Rent/Lease Expenses- Office Building			707,616.00						707,616.00	0.24%	683,884.80



Santa Maria
WATER DISTRICT

SUMMARY OF BUDGET APPROPRIATION REQUEST

FOR BUDGET YEAR 2020

A. Personal Services, Maintenance and Other Operating Expenses and Financial Expenses

A/C No.	EXPENSES	Administrative Department				Commercial Department			Operations Department Construction			% to Total	2019 Approved Budget	
		Admin Services (110)	Finance (120)	General Services (130)	Customer Accounts (210)	Customer Services (220)	Water Resource (310)	Maintenance (320)	Engineering (330)	Total				
50299030	Representation Expenses	209,280.00	1,773,600.00										1,982,880.00	1,764,700.00
50299040	Transportation and Delivery Expenses				196,500.00								196,500.00	180,000.00
	Total Other Maintenance and Operating Expenses	465,480.00	1,938,626.50	707,616.00	196,500.00	720,080.00	-	-	-	4,028,302.50			3,495,845.30	
	Non-Cash Expenses													
50503020	Impairment Loss-Loans and Receivables		25,000.00										25,000.00	25,000.00
50501040	Depreciation		17,539,756.17										17,539,756.17	19,520,756.17
	Total Non-Cash Expenses	-	17,564,756.17	-	-	-	-	-	-	17,564,756.17			19,545,756.17	
	Major Events and Conventions Expenses													
50299180	Major Events and Conventions Expenses	1,366,585.00			2,100,000.00								3,466,585.00	3,142,044.00
	Total Major Events and Conventions Expenses	1,366,585.00	-	-	2,100,000.00	-	-	-	-	3,466,585.00			3,142,044.00	
	FINANCIAL EXPENSES													
50301040	Bank Charges		5,000.00										5,000.00	5,000.00
50299140	Documentary Stamps Expenses		500,000.00										500,000.00	245,000.00
50301020	Interest Expense													
50301020-121	Interest Expense - LWUA		4,002,941.00										4,002,941.00	4,233,741.00
50301020-122	Interest Expense - NHA		111,649.63										111,649.63	112,129.84
50301020-124	Interest Expense - PNB		7,581,698.31										7,581,698.31	7,964,343.64
50301020-123	Interest Expense - LBP Office Building		324,078.28										324,078.28	354,485.98
	Total Financial Services	-	12,525,367.22	-	-	-	-	-	-	12,525,367.22	-	-	12,914,700.46	
	Total Budget (PS, MOOE & FE)	81,879,608.39	70,355,094.60	8,292,800.17	4,798,749.93	1,261,798.29	115,305,666.98	12,363,250.76	1,110,048.34	295,367,017.46	100.00%	259,456,730.27		



SUMMARY OF BUDGET APPROPRIATION REQUEST

FOR BUDGET YEAR 2020**

B. Capital Expenditure

A/C No.	EXPENSES	Administrative Department						Commercial Department						Operations Department						Total Qty	Unit Cost	Total	% to Total CO
		Admin Services (110)		Finance (120)		General Services (130)		Customer Accounts (210)		Customer Services (220)		Water Resource (310)		Construction and Maintenance (320)		Engineering (330)							
		Qty	Amount	Qty	Amount	Qty	Amount	Qty	Amount	Qty	Amount	Qty	Amount	Qty	Amount	Qty	Amount						
		Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount						
	Submersible Pump																		2	288,887.00	577,774.00	1.44%	
	Flowmeter Display (Electromagnetic)																		1	85,000.00	85,000.00	0.21%	
	Electromagnetic Flowmeter (Flowtube)																		1	70,715.00	70,715.00	0.18%	
	Pressure Transmitter																		5	25,000.00	125,000.00	0.31%	
	LCP Display with touchpad (for VFD)																		2	19,700.00	39,400.00	0.10%	
	Pull-out & Re-install of Pump and Motor																		1	50,000.00	50,000.00	0.12%	
	Production Well No. 3 : Electro-Mechanical																		1	333,498.15	333,498.15	0.83%	
	Production Well No. 5 : Electro-Mechanical																		1	1,951,880.15	1,951,880.15	4.87%	
10698990-004	Other Property, Plant and Equipment - Water Treatment Equipment																						
	Chemical Dosing Pump																		1	37,800.00	37,800.00	0.09%	
10603110-004	Plant-Utility Plant in Service - Wells																						
	Well Rehabilitation with Camera Logging																		1	495,000.00	495,000.00	1.23%	
	Camera Logging																		1	100,000.00	100,000.00	0.25%	
	(Motor, Pump and Well Inspection only)																		1	3,694,600.00	3,694,600.00	9.22%	
	Production Well No. 3 : Well Drilling																		1	3,694,600.00	3,694,600.00	9.22%	
	Production Well No. 5 : Well Drilling																		1	3,694,600.00	3,694,600.00	9.22%	
10603110-007	Plant-Utility Plant in Service - Meters																						
	CI FLOW METER w/ CF 50mm												2	51,000.00					2	25,500.00	51,000.00	0.13%	
	CI FLOW METER w/ CF 75mm												1	41,100.00					1	41,100.00	41,100.00	0.10%	
	CI FLOW METER w/ CF 100mm												1	46,357.50					1	46,357.50	46,357.50	0.12%	
10603110-008	Plant-Utility Plant in Service - Reservoirs and Tanks																						
	Installation for Construction of Storage Tanks at Bgy. Manggahan																		1	9,836,055.02	9,836,055.02	24.54%	
	Installation of Booster Pumps for Manggahan Storage Tank																		1	2,519,122.50	2,519,122.50	6.28%	
	Installation of Booster Pumps for Sitio Batas Storage Tank																		1	2,519,122.50	2,519,122.50	6.28%	



SUMMARY OF BUDGET APPROPRIATION REQUEST

A/C No.	EXPENSES	Administration Expenses				Commercial Expenses				Operations Department				Total Qty	Unit Cost	Total	% in Total CO				
		Admin Services (110)		Finance (120)		General Services (130)		Customer Accounts (210)		Customer Services (220)		Water Resource (310)						Construction and Maintenance (320)		Engineering (330)	
		Qty	Amount	Qty	Amount	Qty	Amount	Qty	Amount	Qty	Amount	Qty	Amount					Qty	Amount	Qty	Amount
1000110-005	Plant Facility Plant in Service - Transmission and Distribution Main																				
	RESTORATION ACTIVITIES (PREVIOUS SANWD PROJECTS)																				
	Brey San Jose Ping Side Street Extension Project (Silo Capital)																				
	PhilHydro Bulk Water Supply Improvement Project (Section 2)																				
	Total (other Property Plant and Equipment)	0	-	0	-	0	-	0	-	0	-	25	26,743,701.22	7	8,075,638.97	0	-	32	35,003,566.29	35,619,546.29	82.26%
	Total Quality and Amount Per Division (CAPEX)	3	168,908.00	1	68,000.00	0	-	3	252,727.00	13	367,000.00	33	28,819,765.81	9	8,950,000.97	4	1,489,000.00	64	38,608,147.78	88,004,801.78	100%
	Grand Total Budget Per Division (MOOE & CAPEX)		\$1,000,358.39		70,416,044.68		8,397,000.17		5,051,476.93		1,524,348.19		144,125,452.79		21,322,889.73		2,578,040.34		335,451,819.24	335,451,819.24	100%
	Percent Per Division Over Total Budget		74.46%		24.99%		2.47%		1.51%		0.40%		42.96%		6.36%		0.77%				

Consolidated by:

[Signature]
Miguel J.C. Gonzalez
Capital Budget Examiner

Budget Prepared by:

[Signature]
Judy P. De Mesa, CPA
Finance Division

Recommended by:

[Signature]
Jovita I. Dalmacio
Department Manager B - Administrative, Finance and General Services

[Signature]
Engr. Eduardo E. Bala Tarte Jr.
Water Resource Division

[Signature]
Engr. Arsenio S. Regalado
Construction and Maintenance Division

[Signature]
Mrs. Diana S. De Cruz, CPA
Customer Accounts Division

[Signature]
Vivian P. Polinario
Customer Services Division

[Signature]
Engr. Carlos N. Santos Jr.
General Manager

[Signature]
Engr. Emmanuel Enriquez A. De Vera
Department Manager B - Operations