



Santa Maria

WATER DISTRICT

November 19, 2020

MS. ARCEL T. DABU
State Auditor II
Commission on Audit Region III
San Fernando City, Pampanga

SANTA MARIA WATER DISTRICT
RELEASED
BY: ALVIN POLICARPIO
DATE: 11/19/2020
TIME: 1:21 PM
NO: 1120-2607

Dear Ms. Dabu:

In compliance to the Joint Memorandum Circular No. 2020-1 of Local Water Utilities Administration and Department of Budget and Management issued this September 03, 2020 Re: Guidelines on the Grant of Fiscal Year 2020 Performance-Based Bonus (PBB) for Local Water Districts (LWDs) pursuant to Executive Order (EO) No. 80, s. 2012, Executive Order (EO) No. 201, s. 2016 and the Administrative Order (AO) No. 25 s. 2011 Inter-Agency Task Force (IATF) Memorandum Circular No. 2020-1, we are submitting herewith the Report of Ageing of Cash Advances as of November 15, 2020.

Thank you and more power!

Respectfully yours,

ENGR. CARLOS N. SANTOS JR.
General Manager

Corporate Government Sector - A
Water Districts Audit Group
COA-Regional Office No. III
Received by: [Signature]
Date: 11/19/2020
Time: _____

Report on Ageing of Cash Advances
 Schedule of Advances to Officers and Employees
 As of November 15, 2020

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									
2. Foreign Travel									
3. Special Activities/ Projects									
JASMIN L. JOSE	29 October, 2020	To grant cash advance for food expenses of Pag-IBIG employees on October 28, 29, and 30, 2020 per DR# A202010-038.	DV# 20-10-0839; CK# 770779	5,000.00	5,000.00				Activity was cancelled due to unavailability of ID cards. With request to reschedule the issuance of cards on November 25, 26 and 27, 2020.
MOANA MARIE M. AGUPITAN	30 October, 2020	To grant cash advance for the expenses to be incurred during BOD meetings and Committee meetings on November 3 and 17, 2020.	DV# 20-10-0847; CK# 770780	20,000.00	20,000.00				Partial liquidation amounting to Php 10,000.00 was made on November 16 per LR# 20-11-071 for the first BOD meeting. The remaining cash advance is for the 2nd BOD meeting which was rescheduled on November 24 2020.
B. Advances to Regular Disbursing Officers									
1. Payroll									
2. Seminars/ Conference									
3. Expenses									
TOTALS				25,000.00	25,000.00	-	-	-	

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

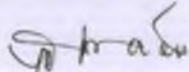
Date Submitted: 11-19-20

CASH ADVANCES MONITORED AS OF NOVEMBER 15, 2020

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	-	5,192,599.63	5,172,179.63	20,420.00	129,145.85	149,565.85	124,565.85	83%	25,000.00	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. DALMACIO
OIC-FINANCE DIVISION

ARCEL T. DABU
Audit Team Leader