

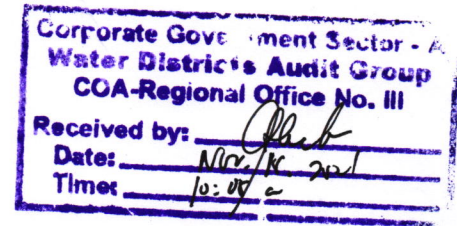


Santa Maria

WATER DISTRICT

November 16, 2021

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




Dear Ms. Dabu:

We are submitting herewith the following documents in compliance to the required submission of reports for the grant of the Performance-Based Bonus (PBB) for Fiscal Year (FY) 2021 under Executive Order No. 80, S. 2012 and Executive Order No. 201, S. 2016:

1. Status of Unliquidated Cash Advances as of November 15, 2021
2. Report of Ageing of Cash Advances as of November 15, 2021
3. Cash Advance Monitored as of November 15, 2021.

Thank you.

Respectfully yours,


ENGR. CARLOS N. SANTOS JR.
General Manager

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




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Report on Ageing of Cash Advances
Schedule of Advances to Officers and Employees
As of November 15, 2021

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									
MOANA MARIE M. AGUPITAN	04 November, 2021	To grant cash advance for the expenses to be incurred during BOD meetings and Committee meetings on November 5 and 16, 2021.	DV# 21-10-1163 dtd 10/26/2021; CK# 834690 dtd 10/28/2021	20,000.00	10,000.00				Partial liquidation amounting to Php 10,000.00 was made on November 8 per LR# 20-11-035 for the first BOD meeting. Remaining cash advance will be used on the 2nd meeting scheduled on November 16, 2021.
B. Advances to Regular									
Disbursing Officers									
1. Payroll									
2. Seminars/Conference									
3. Expenses									
TOTALS				20,000.00	10,000.00	-	-	-	

Certified Correct: 
Jovita I. Dalmacio 11-16-21
Head, Accounting Department

Approved by: 
Engr. Carlos N. Santos Jr.
Agency Head

Verified by: ARCEL T. DABU
COA Audit Team Leader

Date Submitted: 11/18/21

Santa Maria Water District
Status of Unliquidated Cash Advances
As of November 15, 2021

No.	Account Used	Name of Accountable Officer (AO)/ Employee	Purpose	Date Granted	Unliquidated Amount	Due Date for Liquidation	Age of Cash Advance	* Status of AO/ Employee	Availability of documents		**Action Taken by		Status of Request for write off and/or Narrative Report (NR) (14)	Amount Written off/ Subject of NR (15)	Remarks (16)
									with (u)	without (u)	Agency Officials (12)	Auditor (13)			
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)
1	Representation Expenses	MOANA MARIE M. AGUPITAN	To grant cash advance for the expenses to be incurred during BOD meetings and Committee meetings on November 5 and 16, 2021.	11/4/2021	10,000.00	12/04/21	11	Regular							

Note: * Indicate if the AO/Employee is still connected with the Agency, retired, resigned, dead or can no longer be traced, etc.


** For Agency Official, indicate if the agency requested for write off

For Auditor, indicate if a Narrative Report was prepared

Column Nos. 1-9 to be filled up by responsible Agency Official/Accountant

Column Nos. 10-16 to be filled up by the concerned ATL

Certified Correct:


JOVITA I. DALMACIO
 OIC-FINANCE DIVISION

11-16-21

ARCEL T. DABU
 Audit Team Leader

CASH ADVANCES MONITORED AS OF NOVEMBER 15, 2021

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	-	406,191.67	386,191.67	20,000.00	44,350.00	64,350.00	54,350.00	84%	10,000.00	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