

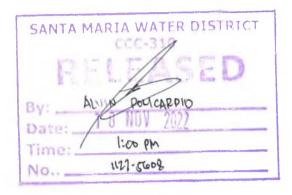
November 17, 2022

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) 2022 under Executive Order No. 80, S. 2012 and Executive Order No. 201, S. 2016:

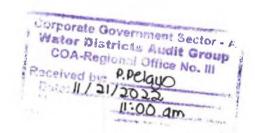
- 1. Status of Unliquidated Cash Advances as of November 15, 2022
- 2. Report of Ageing of Cash Advances as of November 15, 2022
- 3. Monitoring of Cash Advances as of November 15, 2022.

Thank you.

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, 2022

Agency	Name	2:
Agency	Code	:

Santa Maria Water District

Book No:

Account Title: Due from Officers and Employees
Account Code: 10305020-001

		<del></del>					Account Code:	10305020-0	001
Norman	D 01					Amou	int Due		Remarks
Name	Date CA Granted	Particulars	Reference	Total Amount	Less than 30 days	31-60 days	61-365 days	Over 1 Year	(State date of liquidation and reason why if liquidated after the cut-off-date)
A. Advances for				1		· · · · · · · · · · · · · · · · · · ·	or oco days	1001	inquitated after the cut-off-date)
Special Purposes	NONE	NONE	NONE	NONE					
1. Local Travel									
2. Foreign Travel	,								
3. Special Activities/									
Projects									
MOANA MARIE M. AGUPITAN	11/3/2022	To grant cash advance for the expenses to be incurred during BOD meetings on November 4 and 14, 2022 per DR# F2022-10-056.	DV# 22-10-1344 dated 10/24/2022; CK# 878892 dated 11/02/2022	20,000.00	10,000.00				Partial liquidation amounting to Php 10,000.00 was made on November 10, 2022 per LR# 22-11-065 for the first BOD meeting held on November 04, 2022. The remaining cash advance is for the 2nd BOD meeting which is rescheduled on November 15, 2022.
B. Advances to	and the second s								
Regular	NONE	NONE	NONE	NONE					
Disbursing Officers									
1. Payroll			, , , , , , , , , , , , , , , , , , , ,					, , , , , , , , , , , , , , , , , , , ,	
2. Seminars/Conference			, , , , , , , , , , , , , , , , , , , ,						
3. Expenses									
TOTALS				20,000.00	10,000.00	-	_		

5. Expenses				1
TOTALS			20,000.00 10,000.00 -	+
Certified Correct:	Joyita I. Dalmacio	Approved by:	Engr. Carlos N. Santos Jr.	
	Head, Accounting Department		Agency Head	
Verified by:				
	ARCEL T. DABU	Date Submitted:	uln bx	
	COA Audit Team Leader		- ' ' ' ' ' ' ' ' ' ' ' ' ' ' ' ' ' ' '	

## Santa Maria Water District Status of Unliquidated Cash Advances As of November 15, 2022

No.	Account Used	Name of Accountable Officer	Purpose	Date Granted	Unliquidated	Due Date for	Age of Cash	* Status of AO/	and the second second	oility of ments	**Action	Taken by	Status of Request for write off and/or	Amount Written off/	8
(2)	(2)	(AO)/ Employee			Amount	Liquidation	Advance	Employee	with (✓)	without (✓)	Agency Officials		The CAN CONTRACT OF CONTRACT AND ADDRESS OF THE CONTRACT OF TH		Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(1
1	Representation Expenses	WOARA WARE W. AGOFFIAN	To grant cash advance for the expenses to be incurred during BOD meetings on November 4 and 14, 2022 per DR# F2022-10-056.	11/3/2022	10,000.00	12/3/2022	12	Regular							
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						<del>,</del>									
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						, , , , , , , , , , , , , , , , , , , ,					-		, ,		

\* 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

Oic	-FINANCE DIVISION	Audit Team Leader
10	TO C DA	ARCEL T. DABU
Certified Correct:		

## CASH ADVANCES MONITORING AS OF NOVEMBER 15, 2022

	Unliquidated					on Previous rters'	Adjusted	Cash Advances	Total Balance	Liquidations	% of	Unliquidated	No. of	No. of Unliquidated	
Sector/Office	Cash Advance Beginning Balance (a)	Grants (b)	Liquidations (c)	Beginning Balance (d) [a + b - c]	Granted During the Quarter (e)	(f) [d + e]	during the Quarter (g)	Liquidation (h) [g/f]	Cash Advance Ending Balance (i) [f - g]	Demand Letters Sent	Cash Advance With Cases Referred to CSC/OMB	REMARKS			
Corporate															
Santa Maria WD		757,765.00	707,065.00	50,700.00	673,690.00	724,390.00	714,390.00	99%	10,000.00	0	0				
Total															
PRIOR YEARS		Adjustments	on Brovious												
PRIOR YEARS	Unliquidated		on Previous rters'	Adjust	ed Reginning F	Salanca	Liquidations	% of	Unliquidated	No. of	No. of Unliquidated				
PRIOR YEARS  Sector/Office	Unliquidated Cash Advance Beginning Balance (a)			Adjust	ed Beginning E (d) [a + b - c]	Balance	Liquidations during the Quarter (e)	% of Liquidation (f) [e/d]	Unliquidated Cash Advance Ending Balance (g) [d - e]	No. of Demand Letters Sent	Unliquidated Cash Advance With Cases Referred to	REMARKS			
	Cash Advance Beginning Balance	Quar Grants	rters' Liquidations	Adjust	(d)	3alançe	during the Quarter	Liquidation (f)	Cash Advance Ending Balance (g)	Demand Letters	Unliquidated Cash Advance With Cases	REMARKS			
Sector/Office  Corporate	Cash Advance Beginning Balance	Quar Grants	rters' Liquidations	Adjust	(d)	3alançe -	during the Quarter	Liquidation (f)	Cash Advance Ending Balance (g)	Demand Letters	Unliquidated Cash Advance With Cases Referred to	REMARKS			
Sector/Office	Cash Advance Beginning Balance (a)	Qual Grants (b)	rters' Liquidations (c)	Adjust	(d)	Balançe -	during the Quarter (e)	Liquidation (f) [e/d]	Cash Advance Ending Balance (g) [d - e]	Demand Letters	Unliquidated Cash Advance With Cases Referred to CSC/OMB	REMARKS			

**Certified Correct:** 

JOVITA I. DALMACIO

**OIC-FINANCE DIVISION** 

ARCEL T. DABU

Audit Team Leader