

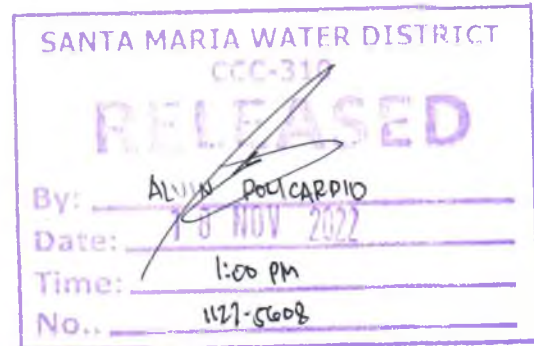


# Santa Maria

WATER DISTRICT

November 17, 2022

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




Dear Ms. Dabu:

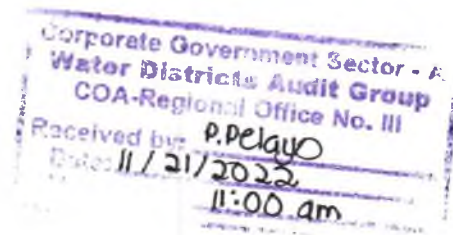
We are submitting herewith the following documents in compliance to the required submission of reports for the grant of the Performance-Based Bonus (PBB) for Fiscal Year (FY) 2022 under Executive Order No. 80, S. 2012 and Executive Order No. 201, S. 2016:

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





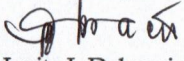
**Report on Ageing of Cash Advances**  
Schedule of Advances to Officers and Employees  
As of November 15, 2022

Agency Name: **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	
<b>A. Advances for</b>									
<b>Special Purposes</b>	NONE	NONE	NONE	NONE					
<b>1. Local Travel</b>									
<b>2. Foreign Travel</b>									
<b>3. Special Activities/ Projects</b>									
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>B. Advances to</b>									
<b>Regular</b>	NONE	NONE	NONE	NONE					
<b>Disbursing Officers</b>									
<b>1. Payroll</b>									
<b>2. Seminars/Conference</b>									
<b>3. Expenses</b>									
<b>TOTALS</b>				20,000.00	10,000.00	-	-	-	

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:

11/17/22



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

  
JOVITA I. DALMACIO  
OJC-FINANCE DIVISION

**ARCEL T. DABU**  
Audit Team Leader



CASH ADVANCES MONITORING AS OF NOVEMBER 15, 2022

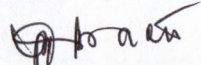
A. CURRENT YEAR

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		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												

B. PRIOR YEARS

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