

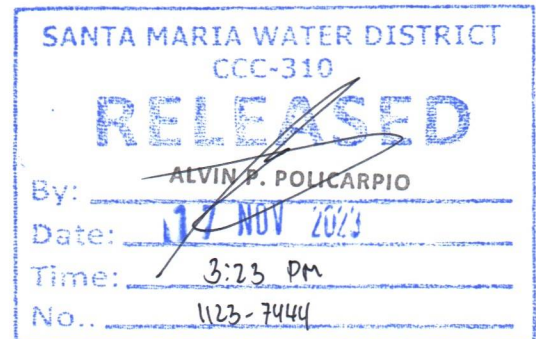


Santa Maria

WATER DISTRICT

November 15, 2023

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



Dear Ms. Dabu:

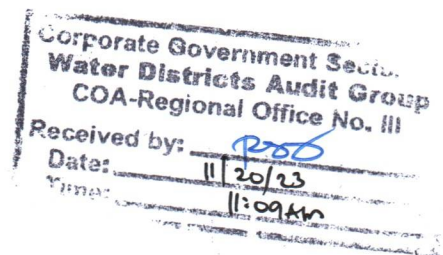
We are submitting herewith the following documents in compliance to the required submission of reports for the grant of the Performance-Based Bonus (PBB) for Fiscal Year (FY) 2023 under Executive Order No. 80, S. 2012 and Executive Order No. 201, S. 2016:

1. Status of Unliquidated Cash Advances as of November 15, 2023
2. Report of Ageing of Cash Advances as of November 15, 2023
3. Monitoring of Cash Advances as of November 15, 2023

Thank you.

Respectfully yours,

ENGR. CARLOS N. SANTOS JR.
General Manager



“YOUR WATER. OUR OBLIGATION
YOUR CONVENIENCE. OUR SERVICE.”



CASH ADVANCES MONITORING AS OF NOVEMBER 15, 2023

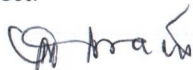
A. CURRENT YEAR

Sector/Office	Unliquidate d 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 Liquidati on (h) [g / f]	Unliquidated Cash Advance Ending Balance (i)	No. of Deman d Letters Sent	No. of Unliquida te d Cash Advance With Cases Referred to	REMARKS
		Grants (b)	Liquidations (c)									
Corporate		✓										
Santa Maria WD	-	1,715,006.52	1,368,329.20	346,677.32	169,800.00	516,477.32	114,912.00	22%	401,565.32	0	0	
Total												

B. PRIOR YEARS

Sector/Office	Unliquidate d Cash Advance Beginning Balance (a)	Adjustments on Previous Quarters'		Adjusted Beginning Balance (d) [a + b - c]	Liquidations during the Quarter (e)	% of Liquidati on (f) [e / d]	Unliquidated Cash Advance Ending Balance (g)	No. of Deman d Letters Sent	No. of Unliquida te d Cash Advance With Cases Referred to	REMARKS
		Grants (b)	Liquidations (c)							
Corporate										
Santa Maria WD	-	-	-	-	-	-	-	-	-	
Total										
Grand Total (CY and PY)										

Certified Correct:



JOVITA I. DALMACIO

Department Manager - Administrative, Finance, and
General Services

ARCEL T. DABU

Audit Team Leader

Santa Maria Water District
Status of Unliquidated Cash Advances
As of November 15, 2023

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)	Amount Written off/ Subject of NR	Remarks
									with (✓)	without (✓)	Agency Officials	Auditor			
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)
1	Traveling Expenses-Foreign	AMELIA S. DE JESUS	To grant cash advance for expenses to be incurred in attending the WEF's 2023 Annual Technical Exhibition and Conference (WEFTEC 2023) at the McCormick Place in Chicago, Illinois USA on September 30 to October 4, 2023 per DR No. F2023-09-046 with BR No. 2023-43	9/28/2023	311,565.32	10/28/2023	48								
2	Office Supplies Expenses	JASMIN L. JOSE	To grant cash advance for the purchase of office Christmas decorations with PR No. GS-2023-10-086 per DR# A2023-11-113.	11/9/2023	50,000.00	12/9/2023	6								
3	Representation Expenses	ROXANNE C. ESPIRITU	To grant cash advance for the expenses to be incurred during BOD meetings on November 8 and 22, 2023 and Management meeting on November 15 and 16, 2023 per DR# F2023-11-053	11/9/2023	40,000.00	1/8/2024	6								

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

Department Manager - Administrative, Finance, and General Services

ARCEL T. DABU

Audit Team Leader

Report on Ageing of Cash Advances
Schedule of Advances to Officers and Employees
As of November 15, 2023

Agency Name: **Santa Maria Water District**
Agency Code :

Book No:
Account Title: Due from Officers and Employees
Account Code: 10305020-001

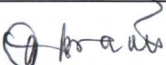
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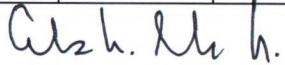
Report on Ageing of Cash Advances
Schedule of Advances to Officers and Employees
As of November 15, 2023

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	
3. Expenses									
TOTALS				401,565.32	401,565.32	-	-	-	

Certified Correct: 
Jovita I. Dalmacio
Department Manager - Administrative, Finance, and
General Services

Approved by: 
Engr. Carlos N. Santos Jr.
General Manager

Verified by: ARCEL T. DABU
COA Audit Team Leader

Date Submitted: 11/17/23