

November 15, 2023

MS. ARCEL T. DABU

State Auditor III

Commission on Audit Region III

San Fernando City, Pampanga

SANTA MARIA WATER DISTRICT
CCC-310

By: ALVINA. POLICARPIO
Date: 3:23 Pm
No. 1123-7444

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:

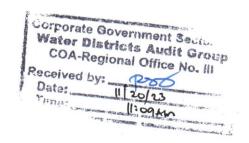
- 1. Status of Unliquidated Cash Advances as of November 15, 2023
- 2. Report of Ageing of Cash Advances as of November 15, 2023
- 3. Monitoring of Cash Advances as of November 15, 2023

Thank you.

Respectfully yours,

ENGR. CARLOS N. SANTOS JR.

General Manager





CASH ADVANCES MONITORING AS OF NOVEMBER 15, 2023

A. CURRENT YEAR												
	Unliquidate d Cash	Adjustments Quar	on Previous ters'	Adjusted Beginning	Cash Advances	Total Balance	Liquidations			No. of Deman	No. of Unliquidate	
Sector/Office	Advance Beginning Balance (a)	Grants (b)	Liquidations (c)	Balance (d) [a + b - c]	Granted During the Quarter (e)	(f) [d + e]	during the Quarter (g)	on <i>(h)</i> [g / f]	Advance Ending Balance <i>(i)</i>	d	d Cash	REMARKS
Corporate		V										
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												
	Unliquidate d Cash	Adjustments Quar		Adjust	ed Beginning	Balance	Liquidations	% of Liquidati	Unliquidated Cash	No. of	No. of Unliquidate	
Sector/Office	Advance Beginning Balance (a)	Grants (b)	Liquidations (c)	·	(d) [a + b - c]		during the Quarter (e)	on (f) [e / d]	Advance Ending Balance (g)	Deman d Letters Sent	d Cash Advance With Cases Referred to	REMARKS
Corporate					A 10 C SAN CONT. 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1							
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

					As of Novelline	1 13, 2023									
No. Account Used		Name of Accountable	Purpose	Date	Unliquidated	Due Date for	Age of Cash	* Status of AO/	Availability of documents		**Action Taken by		The quest for	Amount Written off/	Remarks
140.	Account oscu	Officer (AO)/ Employee	Turpose	Granted	Amount	Liquidation			with (✓)	without (✓)	Agency Officials	LAHOITOR	write off and/or Narrative Report (NR)	Subject of NR	Kemarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)		(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.

Services

** 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:		
Somma	€u	
JOVITA I. DALMACI	IO	ARCEL T. DABU
Department Manager - Administrative,	Finance, and General	Audit Team Leader

Report on Ageing of Cash Advances

Schedule of Advances to Officers and Employees

As of November 15, 2023

Agency Name: Agency Code: Santa Maria Water District

Book No:

Account Title: Due from Officers and Employees

Account Code: 10305020-001

		T				Α	Account Code:		
Name	Date CA Granted	Particulars	Reference	Total Amount	Less than 30 days	Amour 31-60 days	61-365 days	Over 1 Year	Remarks (State date of liquidation and reason why if liquidated after the cut-off-date)
A. Advances for									
Special Purposes	NONE	NONE	NONE	NONE					
1. Local Travel									
2. Foreign Travel									
AMELIA S. DE JESUS	09/28/2023	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	DV# 23-09-1208 dated 09/26/2023; CK# 929536 dated 09/27/2023	311,565.32	311,565.32				Documentary requirements are not yet complete as of November 15, 2023. Certificate of Attendance is not yet issued. Email was sen on November 09, 2023 requesting for Certificate of Attendance and follow-up reques on November 14, 2023.
3. Special Activities/									
Projects									
JASMIN L. JOSE	11/09/2023	To grant cash advance for the purchase of office Christmas decorations with PR No. GS-2023-10-086 per DR# A2023-11-113.	DV# 23-11-1354 dated 11/06/2023; AFT# 2023-11-642 dated 11/09/2023	50,000.00	50,000.00			7	The purpose of cash advance is not yet finish.
ROXANNE C. ESPIRITU	11/09/2023	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	DV# 23-11-1357 dated 11/08/2023; CK# 929686 dated 11/08/2023	40,000.00	40,000.00				The purpose of cash advance is not yet finish. The second Board meeting is scheduled on November 22, 2023 and management meeting is scheduled on November 15-16, 2023.
B. Advances to									
Regular	NONE	NONE	NONE	NONE					
Disbursing Officers									
1. Payroll									
2. Seminars/Conference									
2. Seminars/Conference									

Report on Ageing of Cash Advances

Schedule of Advances to Officers and Employees As of November 15, 2023

Agency Nar	ne:
Agency Cod	le:

Santa Maria Water District

Book No:

Account Title: Due from Officers and Employees

Account Code: 10305020-001

				-	Amount Due			Remarks	
Name	Date CA	Particulars	Reference	Total	Less than			Over 1	(State date of liquidation and reason why if
	Granted			Amount	30 days	31-60 days	61-365 days	Year	liquidated after the cut-off-date)

3. Expenses									A SAME
TOTALS				401,565.32	401,565.32	-	-	-	La
Certified Correct:		a prawa	Approved by:	Ω	zh. N	e h.			

	Jovita I. Dalmacio		Engr. Carlos N. Santos Jr.
	Department Manager - Administrative, Finance, an General Services	nd	General Manager
Verified by:	ARCEL T. DABU	Date Submitted:	11/17/23
	COA Audit Team Leader		