

Report on Ageing of Cash Advances
 Schedule of Advances to Officers and Employees
 As of November 15, 2024

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

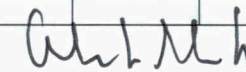
Book No:
 Account Title: Due from Officers and Employees
 Account Code: 10305020-001

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	NONE	NONE	NONE	NONE					
2. Foreign Travel	NONE	NONE	NONE	NONE					
3. Special Activities/ Projects									
ROXANNE C. ESPIRITU	11/08/2024	To grant cash advance for expenses to be incurred during BOD Meeting and OGM Meetings for the month of November 2024 per DR# F2024-11-054.	DV# 24-11-1443 dated 11/06/2024; AFT# 2024-11-1141 dated 11/06/2024	21,911.00	21,911.00				The purpose of cash advance is not yet finish.
JOVITA I. DALMACIO	11/12/2024	To grant cash advance for expenses to be incurred during Management meeting on November 12-13, 2024 per DR# F2024-11-055.	DV# 24-11-1483 dated 11/11/2024; AFT# 2024-11-1160 dated 11/11/2024	40,000.00	40,000.00				The purpose of cash advance is not yet finish.
B. Advances to Regular Disbursing Officers									
1. Payroll	NONE	NONE	NONE	NONE					
2. Seminars/Conference	NONE	NONE	NONE	NONE					
3. Expenses	NONE	NONE	NONE	NONE					
TOTALS				61,911.00	61,911.00	-	-	-	

Certified Correct:


 Jovita I. Dalmacio 11/18/24

Approved by:


 Engr. Carlos N. Santos Jr.

Department Manager - Administrative, Finance, and General Services

General Manager

Verified by:

ARCEL T. DABU

Date Submitted:

11/18/24

COA Audit Team Leader

FIN - 04/5