


Re.      on Ageing of Cash Advances  
 Schedule of Advances to Officers and Employees  
 As of November 30, 2013

Agency Name : POLOMOLOK WATER DISTRICT  
 Agency Code : Polomolok, South Cotabato

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									
2. Foreign Travel	N/A								
3. Special Activities Projects	N/A								
Advances to Regular Disbursing Officers									
1. Payroll									
2									
	11/12/2013	68th PICPA Annual Conference held at MOA, Manila	JEV 2013-11-054	5,200.00	5,200.00				JEV 2013-12-003 dated Dec. 02, 2013
	11/21/2013	PHILGEPS Hands-on Training @ Davao City on Nov. 26-28, 2013	JEV 2013-11-121 JEV 2013-11-122	5,050.00 5,050.00	10,000.00				JEV 2013-12-110 dated Dec. 20, 2013 JEV 2013-12-109 dated Dec. 20, 2013
	11/27/2013	3RD PHIL. Association for Gov't. Budget Quarterly Seminar at Cebu City on Dec. 4-7, 2013	JEV 2013-11-169 JEV 2013-11-170 JEV 2013-11-173	6,340.00 6,340.00 10,580.00	23,260.00				JEV 2013-12-119A dated Dec. 26, 2013 JEV 2013-12-119 dated Dec. 26, 2013 JEV 2013-12-079 dated Dec. 17, 2013
TOTALS:					38,460.00				

Certified Correct :   
 MARLENE C. CAGATA  
 Head, Finance Division

Approved by :   
 ENGR. SOLITO T. TORCUATOR  
 Agency Head

Verified by :   
 COA Resident Auditor

Date Submitted : \_\_\_\_\_

Note : This Report of Ageing of Cash Advance shall be submitted by the Agency directly to COA. COA shall provide the IATF the list of Departments/Agencies that are compliant with this condition.

**Report on Ageing of Cash Advances**  
**Schedule of Advances to Officers and Employees**  
 As of November 15, 2014

Agency Name: **POLOMOLOK WATER DISTRICT** Book No. \_\_\_\_\_  
 Agency Code: \_\_\_\_\_ Account Title: **Cash Advances to Officers & Employees**  
 Account Code: **148**

Name	Date CA Granted	Particulars	Reference	Total Amount	Amount Due		OVER 1 Year	Remarks (State date of liquidation and reason why unliquidated after the cut-off date)
					Less than 30 days	31-60 days		
A. Advances for Special Purposes								
1. Local Travel								
2. Foreign Travel	NA							
3. Special Activities Projects	NA							
B. Advances to Regular Disbursing Officers								
1. Payroll								
	10/15/2014	PS&E 827th National Convention held at SMX Convention Center, Pasmay City	2014-11-091	8,500.00	8,500.00			JEV#2014-11-053 11/13/2014
	11/06/2014	Calculation of PS WD Physical Fitness @ Health & Wellness Program	2014-11-009	12,900.00				JEV#2014-11-088 11/17/2014
	11/06/2014	Top & Dini Carbank, Incl. WD Level	2014-11-009	7,550.00	20,450.00			JEV#2014-11-089 11/17/2014
	11/06/2014	Budget Deliberation & Approval Special Meeting	2014-11-018	2,500.00				JEV#2014-11-086 11/17/2014
	11/10/2014	40th PS&E National Convention held @ Lasapil City Hall, Nov. 12-15, 2014	2014-11-028	3,000.00	5,500.00			JEV#2014-11-082 11/14/2014
	11/13/2014	Prud. Advances 101: Cash Receipts Memorization & Seminar on Cash Theft Nov. 14, 2014	2014-11-066	6,800.00	8,800.00			JEV#2014-11-113 11/29/2014
TOTALS				5,150.00	5,150.00			JEV#2014-11-101 11/18/2014

Certified Correct:

*Marlene C. Cagata*  
**MARLENE C. CAGATA**  
 Division Manager - Finance

Approved by:

*Engr. Solito Torcuator*  
**ENGR. SOLITO TORCUATOR**  
 General Manager B

Verified by:

*Roseo Torcel*  
**ROSEO TORCEL**  
 C.A. Res. Auditor

Date Submitted:

December 01, 2014