

Report on Ageing of Cash Advances
Schedule of Advances to Officers and Employees
As of November 15, 2016

Agency Name: **POLOMOLOK WATER DISTRICT**
Agency Code:

Book No.
Account Title: Cash Advances to Officers & Employees
Account Code: 148

Name	Date CA Granted	Particulars	Reference	Total Amount	Amount Due				Remarks (State date of liquidation and reason why unliquidated 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	NA								
3. Special Activities Projects	NA								
B. Advances to Regular Disbursing Officers									
1. Payroll	-								
2. Seminar / Conference	10/18/2016	SOCEMWIC & MAWD Meeting at Pinnacle Suite & Hotel, Davao City	JEV# 2016-10-1529	2,800.00	2,800.00				JEV#2016-10-1605 10/29/2016
	10/18/2016	SOCEMWIC & MAWD Meeting at Pinnacle Suite & Hotel, Davao City	JEV# 2016-10-1530	1,200.00	1,200.00				JEV#2016-11-1707 11/18/2016
	10/25/2016	4th Batch Staff Development at Cagayan De Oro Water District dated October 27-28, 2016	JEV# 2016-10-1571	48,000.00	48,000.00				JEV#2016-11-1617 11/07/2016
	10/25/2016	Expenses during Board meeting on October 31, 2016	JEV# 2016-10-1574	5,000.00	5,000.00				JEV#2016-11-1712 11/22/2016
	10/26/2016	Construction of Candy Land Christmas Tree entry for LGU contest	JEV# 2016-10-1580	15,000.00	15,000.00				JEV#2016-11-1670 11/15/2015

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Name	Date CA Granted	Particulars	Reference	Total Amount	Amount Due			Remarks (State date of liquidation and reason why unliquidated after the cut-off date)
					Less than 30 days	31-60 days	61-365 days	
2. Seminar/ Conference	11/07/2016	3rd PAGBA Quarterly Seminar & meeting on Nov 16-19, 2016 at Grand Menseng Hotel, Davao City	JEV# 2016-11-1618	12,900.00	12,900.00			JEV#2016-1709 11/22/2016
	11/07/2016	3rd PAGBA Quarterly Seminar & meeting on Nov 16-19, 2016 at Grand Menseng Hotel, Davao City	JEV# 2016-11-1619	12,900.00	12,900.00			JEV#2016-11-1710 11/22/2016
	11/07/2016	Seminar-Workshop on Non - Revenue Water (NRW) Reduction on Nov 15-17, 2016, Villa Princesita, Jabido Compound, Arellano St. Koronadal City	JEV# 2016-11-1620	4,130.00	4,130.00			JEV#2016-11-1703 11/22/2016
	11/07/2016	Seminar-Workshop on Non - Revenue Water (NRW) Reduction on Nov 15-17, 2016, Villa Princesita, Jabido Compound, Arellano St. Koronadal City	JEV# 2016-11-1621	4,130.00	4,130.00			JEV#2016-11-1705 11/22/2016
	11/07/2016	Seminar-Workshop on Non - Revenue Water (NRW) Reduction on Nov 15-17, 2016, Villa Princesita, Jabido Compound, Arellano St. Koronadal City	JEV# 2016-11-1622	4,130.00	4,130.00			JEV#2016-11-1704 11/22/2016
	11/07/2016	Seminar-Workshop on Non - Revenue Water (NRW) Reduction on Nov 15-17, 2016, Villa Princesita, Jabido Compound, Arellano St. Koronadal City	JEV# 2016-11-1623	4,130.00	4,130.00			JEV#2016-11-1706 11/22/2016
	11/09/2016	3rd PAGBA Quarterly Seminar & meeting on Nov 16-19, 2016 at Grand Menseng Hotel, Davao City	JEV# 2016-11-1629	12,900.00	12,900.00			JEV#2016-11-1708 11/22/2016
TOTALS					127,220.00	127,220.00		


Certified Correct:


MARLENE C. CAGATA
 Division Manager - Finance

Approved by:


ENGR. SOLITO T. TORCUATOR
 General Manager B

Verified by:


ROMEO NUÑEZ, CPA
 COA Resident Auditor
 11/23/16

Date Submitted:

November 22, 2016