

Report on Ageing of Cash Advances
Schedule of Advances to Officers and Employees
 As of November 15, 2019

Agency Name:
 Agency Code:

POLOMOLOK WATER DISTRICT

Book No.
 Account Title: Advances to Officers & Employees
 Account Code: 19901040

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	61-365 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										
	10/03/2019	Expenses on sports program implementation.	JEV#00-2019-010-7179	5,000.00		5,000.00				JEV#00-2019-011-7324 11/05/2019
	11/04/2019	To set up payment for cash advance of EF INDUCTIVO to act as driver of GM foricator in goin to & from Davao City for SOCEMVIC emergency	JEV#00-2019-011-7320	2,700.00	2,700.00					JEV#00-2019-011-7332 11/06/2019
		To set up payment for cash advance of AB DEMETILLO to defray expenses for the conduct of FGD & IEC @ Barangay Maligo on November 5.	JEV#00-2019-011-7321	10,000.00	10,000.00					JEV#00-2019-011-7366 11/11/2019
2. Seminar / Conference										
	11/06/2019	To set up payment for cash advance of JD GEYROZAGA to defray expenses for PolWD Sports Program implementation per supporting papers	JEV#00-2019-011-7334	5,000.00	5,000.00					JEV#00-2019-011-7433 11/19/2019

Name	Date CA Granted	Particulars	Reference	Total Amount	Amount Due				Remarks
					Less than 30 days	31-60 days	61-365 days	OVER 1 Year	
		To set up payment for cash advance of JM BALAJADIA to defray expenses for the purchase of 4L bottles and PoWD sticker re: donation of	JEV#00-2019-011-7342	6,000.00	6,000.00				JEV#00-2019-011-7356 11/07/2019
	11/07/2019	To set up payment for cash advance of MP NIEMBRA for travel allowance of six (6) personnel (transport of goods for donation to earthquake	JEV#00-2019-011-7353	4,500.00	4,500.00				JEV#00-2019-011-7386 11/13/2019
		To set up payment for cash advance of AQ CATAMPO to attend the FOI Compliance Consultation & Workshop to be conducted by FOI-PMO	JEV#00-2019-011-7354	7,200.00	7,200.00				JEV#00-2019-011-7425 11/19/2019
2. Seminar/ Conference		To set up payment for cash advance of JM BALAJADIA to attend the FOI compliance consultation & Workshop on November 12, 2019 in	JEV#00-2019-011-7355	7,200.00	7,200.00				JEV#00-2019-011-7409 11/18/2019
	11/08/2019	To set up payment for cash advance of JS ASLLO to defray expenses for the conduct of IEC & FGD @ Barangay Landan on Nov. 12, 2019 per	JEV#00-2019-011-7360	13,000.00	13,000.00				JEV#00-2019-011-7437 11/19/2019
	11/12/2019	To set up payment for cash advance of MP NIEMBRA for psychological & supervisory exam for promotion of employees at St. Alexus College.	JEV#00-2019-011-7374	4,200.00	4,200.00				JEV#00-2019-011-7430 11/19/2019
TOTALS				64,800.00	59,800.00	5,000.00			

Certified Correct:

MARLENE C. CAGATA
Division Manager - Finance

Verified by:

YSMAEL D. NARAN, CPA
State Auditor III / Audit Team Leader

Approved by:

ENGR. SOLITO T. TORCUATOR
General Manager B

Date Submitted:

November 20, 2019