


**Report on Ageing of Cash Advances
Schedule of Advances to Officers and Employees
As of November 15, 2020**


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


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

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									
	10/22/2020	To take up payment for Cash Advances of J Egagamao to defray expenses for Seminar/Field Orientation for the Barangay Expansion at Barangay Landan, Polomolok, South Cotabato, per supporting papers attached	JEV#00-2020-010-8797	20,900.00	20,900.00				JEV#00-2020-011-8944 11/04/2020
2. Seminar / Conference	10/30/2020	To set up payment for the cash advance of MP NIEMERA provision of table with glass encloser and for shade against rain of queuing customers & sub collection office Cannery in maintaining health protector against Covid-19 virus per supporting papers	JEV#00-2020-010-8825	6,500.00	6,500.00				JEV#00-2020-011-8875 11/10/2020

Name	Date CA Granted	Particulars	Reference	Total Amount	Amount Due				Remarks
					Less than 30 days	31-60 days	61-365 days	OVER 1 Year	
	11/3/2020	To set up payment of snacks for participants as per scheduled of training per attached documents.	JEV#00-2020-011-8839	3,500.00	3,500.00				(State date of liquidation and reason why unliquidated after the cut-off date)
	11/5/2020	To set up payment for cash advance of MIP NIEMBRA (POLIWD one stop for the Barangay Expansion @ Barangay Landaan, Polomolok, South Cotabato) per supporting papers attached.	JEV#00-2020-011-8850	31,800.00	31,800.00				JEV#00-2020-011-8893 1/13/2020
TOTALS				62,700.00	62,700.00				

Certified Correct:

MARLENE C. CAGATA
 Division Manager - Finance

Approved by:

ENGR. SOLITO T. JORCUATOR
 General Manager B

Verified by:

ASNAIRA U. SALIM, CPA
 State Auditor II / OIC - Audit Team Leader
data confirmed: 11/19/20

Date Submitted: November 16, 2020