



CALAMBA WATER DISTRICT

Lakeview Subdivision, Halang, Calamba City
 Tel. Nos.: (049) 545-2863; 545-1614; 545-7895; 545-7981; 545-1389; 545-2728
 Fax: (049) 545-9752

ANNEX 5

Report on Ageing of Cash Advances
 Schedule of Advances to Officers and Employees
 As of December 31, 2015

Agency Name: CALAMBA WATER DISTRICT
 Agency Code: _____

Book No: _____
 Account Title: _____
 Account Code: _____

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									
3. Special Activities/Projects									
	12/4/2015	Christmas Party & Family Day	Paulina A. Samiano	5,504.00	5,504.00				
	12/21/2015	Annual Physical Inventory	Emmanuel T. Salvador	22,740.00	22,740.00				
	12/30/2015	Engine for service vehicle	Rolando M. Pizarra	50,000.00	50,000.00				
B. Advances to Regular Disbursing Officers									
1. Payroll									
2. Seminar/Conference Expenses									
TOTALS:				78,244.00	78,244.00				

Certified Correct:

JULIANA S. HACA
 Head, Finance Department

Approved by:

ENGR. RESTITUTO B. SUMANGA, SR.
 Agency Head

Verified by:

MELANIE P. RUIDERA
 COA Audit Team Leader

Date Submitted: _____

Note: This report on Ageing of Cash Advances shall be submitted by the Agency directly to COA. COA shall report to the IATF of the Agency's compliance with the Ageing of Cash Advances Good Governance condition upon their receipt of the report