

CALAMBA WATER DISTRICT
Lakeview Subd., Calamba City, Laguna
Tel. Nos.: (049) 545-1389; 545-1614; 545-2863

December 7, 2017

MS. MELANIE P. RUIDERA
State Auditor IV
Audit Team Leader
COMMISSION ON AUDIT

Dear Mam;

As per your request, we are transmitting to you the following documents:

- 1. Report on Unliquidated Cash Advance for the Quarter Ended November 15, 2017
- 2. List of Officers and Employees with Unliquidated Cash Advance for the Quarter Ended November 15, 2017
- 3. Ageing Schedule of Unliquidated Cash Advance for the Quarter Ended November 15, 2017

Thank you for your usual support to the District.

Respectfully yours,

ENGR. RESTHUTO B. SUMANGA, SR
General Manager

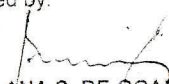
Received by:
Alexandra M. Legaspi 12/7/2017

CALAMBA WATER DISTRICT
ADMINISTRATIVE DEPT.
RECEIVED
By: S. Garino Date: 2/2/18
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** Legaspi*

CALAMBA WATER DISTRICT
List of Officers and Employees with Unliquidated Cash Advance
For the Quarter Ended November 15, 2017

A. CURRENT YEAR										
Name	Unliquidated CA Beginning Balance (Date)	Unliquidated CA Adjustment	Adjusted Balance	Grant of Cash Advance (if any)	Total Balance	Liquidation during the Quarter	% of Liquidation	Unliquidated CA Ending Balance	Demand Letters Sent	Remarks <small>(state date of liquidation and reason why if liquidated after the cut-off date)</small>
Teresita M. Orjalo	44,345.88		44,345.88		44,345.88	44,345.88	100%	0.00		
Lorelyn L. Calderon			0.00	20,000.00	20,000.00		100%	20,000.00		Liquidated 11/29/2017
Teresita M. Orjalo			0.00	15,260.00	15,260.00		100%	15,260.00		Liquidated 11/29/2017
Teresita M. Orjalo			0.00	22,176.00	22,176.00		100%	22,176.00		Liquidated 11/29/2017
			0.00		0.00		100%	0.00		
			0.00		0.00		100%	0.00		
			0.00		0.00		100%	0.00		
			0.00		0.00		100%	0.00		
			0.00		0.00		100%	0.00		
Total	44,345.88	0.00	44,345.88	57,436.00	101,781.88	44,345.88	44	57,436.00		
		note: unliquidated last quarter due to lacking of document.								(state date of liquidation and reason why if liquidated after the cut-off date)
			0.00		0.00		0.00	0.00		
			0.00		0.00		0.00	0.00		
			0.00		0.00		0.00	0.00		
			0.00		0.00		0.00	0.00		
			0.00		0.00		0.00	0.00		
			0.00		0.00		0.00	0.00		
			0.00		0.00		0.00	0.00		
Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
GRAND TOTAL (CY AND PY)	44,345.88	0.00	44,345.88	57,436.00	101,781.88	44,345.88	44	57,436.00		

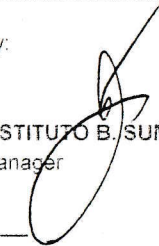
Prepared by:

MARIA ANA S. DE OCAMPO
Sr. Corp Accts Analyst

Reviewed by:

CHONA B. SANTOS
Division Manager

Certified True & Correct:

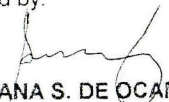
JULIANA S. HACA
Department Manager

Approved by:

ENGR. RESTITUTO B. SUMANGA, SR
General Manager

Date submitted: _____

CALAMBA WATER DISTRICT
Ageing Schedule of Unliquidated Cash Advance
 For the Quarter Ended November 15, 2017

Name	Position / Designation	Purpose of Cash Advance	Date Granted	Amount	Amount					Remarks <small>(state date of liquidation, reason why if liquidated, the cut-off date)</small>
					Not Yet Due	Less than 30 days	31-60 days	61-365 days	Over 1 year	
Lorelyn L. Calderon	Cashier-C	Awards & Rewards for CWD Empl Retirees	10/30/2017	20,000.00		20,000.00				Liquidated 11/29/2017
Teresita M. Orjalo	Senior-Cashier	Seminar on PFRS & RCA at COA Region IV	11/3/2017	15,260.00	15,260.00					Liquidated 11/29/2017
Carmela M. Elepaño	Division Manager-C	Transportation Allow of Comm'l Dept staff	11/9/2017	22,176.00	22,176.00					Liquidated 11/29/2017
Total				57,436.00	37,436.00	20,000.00	-	-	-	

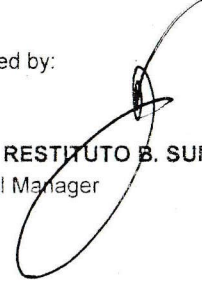
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CHONA B. SANTOS
 Division Manager


Certified True & Correct:

JULIANA S. HACA
 Department Manager

Approved by:

ENGR. RESTITUTO B. SUMANGA, SR.
 General Manager

CALAMBA WATER DISTRICT
Report on Unliquidated Cash Advance
 For the Quarter Ended November 15, 2017

Name	Position / Designation	Date of Cash Advance	Voucher No.	Check No.	Amount	Purpose	Remarks
Lorelyn L. Calderon	Cashier-C	10/30/2017	57165	644993	20,000.00	Awards and Rewards for CWD Employees Retiree	Liquidated 11/29/2017
Teresita M. Orjalo	Senior Cashier	11/03/2017	57213	644998	15,260.00	Seminar on PFRS & RCA at COA Region IV(2nd batch)	Liquidated 11/29/2017
Ma. Carmela M. Elepaño	Division Manager-C	11/09/2017	57231	660736	22,176.00	Transportation Allowance of Comm'l Dept Field Staff	Liquidated 11/29/2017
Total					57,436.00		

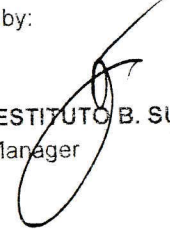
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