



Republic of the Philippines
Santa Rosa (NE) Water District

Santa Rosa – Fort Magsaysay Road, Brgy. Rizal, Santa Rosa, Nueva Ecija
(044) 940 - 0142

November 20, 2015

AUDIT GROUP C	
Corporate Government Sector	
Received by:	<i>[Signature]</i>
Date:	11/23/15
Time:	9:01 am

MS. JOSEFINA M. SERRANO
Supervising Auditor
Commission on Audit – Region III
San Fernando, Pampanga

Madam:

Transmitting herewith is the Santa Rosa (N.E.) Water District's Report on Ageing of Cash Advances as of November 15, 2015 verified by Mr. Armando EJ Veron, State Auditor IV.

For your record and reference.

Thank you.

Very truly yours,



ENGR. JOEL FELIX H. BERNARDO
General Manager

[Initials]

Santa Rosa (NE) Water District
LIST OF ACCOUNTABLE OFFICERS WITH UNLIQUIDATED CASH ADVANCES
As of November 15, 2015

C u r r e n t M o n t h								
Name of Accountable Officer	Position	Outstanding Cash Advances as of December 31, 2014	Cash Advances Granted January - November 15, 2015	Total Cash Advances Balances	Liquidation	Unliquidated Cash Advance as of November 15, 2015	No. of Demand Letters Sent by the Accountant	Remarks
		Amount	Amount	Amount	Amount	Amount		
Cherrylyn N. Manalili	Cashier C	-	1,080,071.55	1,080,071.55	1,080,071.55	-		
		-		-		-		
		-		-		-		
		-		-		-		
		-		-		-		
Total		-	1,080,071.55	1,080,071.55	1,080,071.55	-		


Prepared by:


VICTORIA N. MARIANO
 DIVISION MANAGER C

Noted by:


ENGR. JOEL FELIX H. BERNARDO
 GENERAL MANAGER

Verified by:


ARMANDO E. VERON
 State Auditor IV
 Audit Team Leader


**Report on Ageing of Cash Advances
Schedule of Advances to Officers and Employees
As of November 15, 2015**

Agency Name: SANTA ROSA (N.E.) 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									
B. Advances to Regular	**NO UNLIQUIDATED CASH ADVANCE AS OF NOVEMBER 15, 2015**								
Disbursing Officers									
1. Payroll									
2. Seminar/Conference Expenses									
TOTALS:									

Certified Correct:


VICTORIA N. MARIANO
Head, Accounting Office

Approved by:


ENGR. JOEL FELIX H. BERNARDO
Agency Head

Verified by:


ARMANDO E. VERON
COA Audit Team Leader

Date Submitted: _____

Note: This Report of 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.