


**Report on Ageing of Cash Advances  
Schedule of Advances to Officers and Employees  
As of November 15, 2021**


Agency Name: SANTA ROSA (NE) 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 cut-off date)
					Less than 30 days	31-60 days	61-365 days	Over 1 year	
<b>A. Advances for Special Purpose</b>									
1. Local Travel									
2. Foreign Travel									
3. Special Activities/Projects									
<b>A. Advances to Regular</b>	<b>** NO UNLIQUIDATED CASH ADVANCE AS OF NOVEMBER 15, 2021**</b>								
Disbursing Officers									
1. Payroll									
2. Seminar/Conference									
Expenses									
<b>TOTALS:</b>									

Certified Correct:   
**VICTORIA N. MARIANO**  
Head, Accounting Office

Approved by:   
**ENGR. JOEL FELIX H. BERNARDO**  
General Manager

Verified by:   
**LOIDA M. SALENGA**  
COA Audit Team Leader 11/17/21

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.*