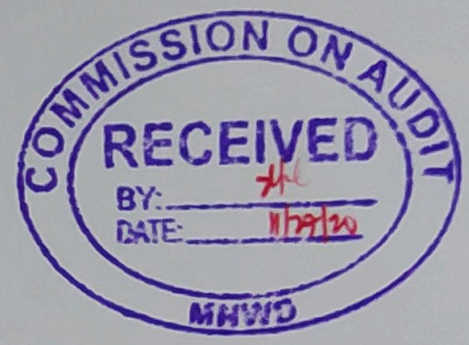
CALABANGA WATER DISTRICT
San Antonio, Calabanga, Camarines Sur

REPORT ON AGEING OF CASH ADVANCES
Schedule of Advances to Officers and Employees
As of November 15, 2020



Agency Name: CALABANGA WATER DISTRICT
Agency Code:

Book No:
Account Title:
Account Code:

NAME	Date CA granted	Particulars	Reference		Total Amount	Amount Due				Remarks
						Less than 30 days	31-60 days	61-365 days	Over 1 year	(state date of liquidation and reason why if liquidated after the cut-off
A. Advances for Special Purposes										
1. Local Travel		***None***								
2. Foreign Travel		***None***								
3. Special Activities/Projects		***None***								
B. Advances to Regular										
Disbursing Officers										
1. Payroll	11/5/2020	*CA to disburse BOD per diem, 11/5, 2020*	Ck#129828		17,784.00	17,784.00				Liquidated on November 16, 2020
	11/9/2020	*CA to disburse salaries and wages, new regular employees- Nov 1-15, 2020*	Ck#129836		51,973.50	51,973.50				Liquidated on November 16, 2020
	11/9/2020	*CA to disburse Communication Expense*	Ck#129832		7,000.00	7,000.00				Liquidated on November 16, 2020
	11/9/2020	*CA to disburse Salary Adjustment*	Ck#129839		816.24	816.24				Liquidated on November 16, 2020
	11/10/2020	*CA to disburse Job Order salaries and wages- 10/29-11/19, 2020*	Ck#129841		110,014.82	110,014.82				Liquidated on November 16, 2020
	Note: Unliquidated before Nov. 15, 2020 due to suspension of work on November 13, as per issued Memorandum Circular No. 83.									
2. Seminar/Conference Expenses		***None***								
TOTALS				P	**187,588.56**	**187,588.56**	-	-		

Certified Correct:

Diana D. Balce- Batalla
Corporate Budget Specialist A

Approved by:

Engr. Celedonio I. Tolentino, Jr.
General Manager

Verified by: _____
COA Audit Team Leader

Date Submitted: _____