

December 1, 2014

MAURA D. CASTILLO
Audit Team Leader
Commission on Audit
Region III

AUDIT GROUP C	
Corporate Government Section	
Received by:	<i>[Signature]</i>
Date:	12/1/14
Time:	2:30 pm

Dear Madam:

Respectfully submitting herewith the printed copies of the following documents:

- a. Trial Balance as of October 31, 2014
- b. Report of Checks issued for the period Nov. 1-15, 2014
- c. Report of cash advances granted from January 1 – October 31, 2014 and report of liquidation as of Nov. 15, 2014 with the supporting documents.
- d. Subsidiary ledger of account, where the cash advances were recorded, as of October 31, 2014

For your reference.

Thank you.

Very truly yours,

[Signature]
MA. TERESA F. RAMOS
Manager, Finance Department

Report on Ageing of Cash Advances
 Schedule of Advances to Officers and Employees
 As of November 15, 2014

Agency Name: **BALIWAG 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	
A. Advances for Special Purposes									
1. Local Travel									
Artemio F. Baylosis	09/22/14	PAWD Executive council meeting	JEV#1409-196	30,000.00 ✓		✓			Fully liquidated as per JEV#1411-290
2. Foreign Travel	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
3. Special Activities/ Projects									
Mario R. Cruz	08/14/14	BWD Basketball Tournament	JEV#1408-139	14,400.00 ✓		✓			Fully liquidated as per JEV#1411-286
	10/30/14	Purchase of various materials	JEV#1410-288	10,000.00 ✓	✓				Fully liquidated as per JEV#1411-288
Roberto DG. Estrella	03/11/14	Transfer of Title located at Villa Katrina	CV#1403-056	50,000.00		✓			Liquidation is already in process. (completion of receipts)
Analiza V. Bulaon	08/19/14	2nd Basketball Tournament	JEV#1408-186	21,000.00 ✓		✓			Fully liquidated as per JEV#1411-291
Cecilia G. Fabian	10/22/14	BWD's Badminton Tournament	JEV#1410-200	18,500.00 ✓	✓				Fully liquidated as per JEV#1411-289
Eloisa E. Ramos	08/13/14	Water Awareness Campaign for the month of August	JEV#1408-123	4,300.00 ✓		✓			Fully liquidated as per JEV#1411-285
	09/18/14	Executive Council Meeting and General Assembly of Aqua Warriors Society	JEV#1409-154	5,000.00 ✓		✓			Fully liquidated as per JEV#1411-287
Aleli T. Lerpido	10/23/14	WEAP Tree Planting at San Pablo Laguna	JEV#1410-213	20,000.00 ✓	✓				Fully liquidated as per JEV#1411-283

11/30/14

BALIWAG WATER DISTRICT

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B. Advances to Regular Disbursing Officers									
1. Payroll	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
2. Seminar/Conference Expenses									
Lorenza H. Fernando	05/28/14	Root Cause Analysis & Corrective Action Training	CV#1405-142	7,285.00			V		Fully liquidated as per JEV#1411-284
Ma. Teresa F. Ramos	06/16/14	Call to Leadership Excellence seminar	CV#1406-088	10,000.00			V		Fully liquidated as per JEV#1411-289
TOTALS:				170,485.00					

Certified Correct:

Teresa Ramos
MA. TERESA F. RAMOS
 Manager, Finance Department

Approved by:

Artemio F. Baylosis
ARTEMIO F. BAYLOSIS
 General Manager

Verified by:

Maura D. Castillo
MAURA D. CASTILLO
 State Auditor III

Date Submitted: 12-1-14

Note: This Report on Ageing of Cash Advances shall be submitted by the Agency directly to COA. COA shall provide IATF the list of Departments/Agencies that are compliant with this condition.

