



GUIMBA WATER DISTRICT
Summary Monthly Progress Report on the Settlement of Cash Advances
For the Month of December 2015

CASH ADVANCES MONITORED - CURRENT MONTH

C u r r e n t M o n t h								
Name of Accountable Officer	Position	Unliquidated Cash Advance Beginning Balance Last Month	Cash Advances Granted for the Month	Total Cash Advances Balances for the Month	Liquidations Made During The Month	Unliquidated Cash Advance Beginning Balance This Month	No. of Demand Letters Sent by the Accountant	Remarks
		Amount	Amount	Amount	Amount	Amount		
BEG. BALANCE		45,508.64	-	-	-	45,508.64		
Eng'r. Felixberto C. Legarda	General Manager	-	-	-	-	-		
Mark Angelo F. Sarmiento	Cashier	-	65,000.00	65,000.00	5,000.00	60,000.00		
Total		45,508.64	65,000.00	65,000.00	5,000.00	105,508.64		

Prepared by:

Mary Grace D. Batangan
MARY GRACE D. BATANGAN
 Sr. Corporate Accountant

Noted by:

Eng'r. Felixberto C. Legarda
ENG'R. FELIXBERTO C. LEGARDA
 General Manager

Verified by:

Armando E. J. Veron
ARMANDO E. J. VERON
 State Auditor IV
 Audit Team Leader



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Per Accountable Officer
For the Month of December 2015

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Current Month																						
Name of AO	Unliquidated Cash Advance Beginning Balance				Cash Advances Granted During the Month				Total Cash Advances Balances			Liquidations during the Month								Unliquidated Cash Advance Ending Balance		
	Date Granted	Reference	Purpose	Amount	Date Granted	Reference	Purpose	Amount	Date Granted	Reference	Amount	Details of Liquidation			Details of Refund			Total Amount	Date Granted	Reference	Amount	Remarks
												Date Liquidated	Reference	Amount	OR No.	OR Date	Amount					
		AUDIT REPORT 2011		39,045.22						AUDIT REPORT 2011	39,045.22									AUDIT REPORT 2011	39,045.22	
				6,463.42							6,463.42										6,463.42	
Total				45,508.64				-			45,508.64	-	-					-			45,508.64	-

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	Date Granted	Reference	Purpose	Amount	Date Granted	Reference	Purpose	Amount	Date Granted	Reference	Amount	Details of Liquidation			Details of Refund			Total Amount	Date Granted	Reference	Amount		
												Date Liquidated	Reference	Amount	OR No.	OR Date	Amount						
MARK ANGELO F. SARMIENTO					12/15/15	CV NO. 2015-12-0045	For the expenses to be incurred for the district's 2015 Year End Assessment Meeting & Christmas Party December 18, 2015.	60,000.00	12/15/15	CV NO. 2015-12-0045	60,000.00								-	12/15/15	CV NO. 2015-12-0045	60,000.00	
					12/18/15	CV NO. 2015-12-0047	Purchase of spareparts for the emergency repair of district's multi cab.	5,000.00	12/28/15	CV NO. 2015-12-0047	5,000.00	12/22/15	LR No. 2015-12-001 JEV No. 2015-0030	3,600.00	51017	12/21/15	1,400.00	5,000.00					
Total				-				65,000.00			65,000.00			3,600.00			1,400.00	5,000.00			60,000.00		

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	Date Granted	Reference	Purpose	Amount	Date Granted	Reference	Purpose	Amount				Details of Liquidation			Details of Refund			Total Amount					
									Date Liquidated	Reference	Amount	OR No.	OR Date	Amount	Date Granted	Reference	Amount						
ENG'R. FELIXBERTO C. LEGARDA																							
Total				-				-			-							-			-		-

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