

**Report of Ageing of Cash Advances  
Schedule of Advances to Officers and Employees  
As of November 15, 2016**

Agency Name: MACABEBE WATER DISTRICT  
Agency Code: \_\_\_\_\_

Book No.: \_\_\_\_\_  
Account Title: \_\_\_\_\_  
Account Code: \_\_\_\_\_

Name	Date CA granted	Particulars	Reference D. V. No.	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. Advance for Special Purposes 1. Local Travel									
2. Foreign Travel									
3. Special activities/ Projects									
	February 23, 2016	Cash advance for the purchase of plumbing tools	16/02/0130	15,000.00	15,000.00				Feb. 29, 2016
	May 20, 2016	Cash advance for emergency purchase of Electric Safety Switch and Eagle Fuse 200amp	16/20/2016	7,000.00	7,000.00				May 20, 2016
B. Advances to Regular Disbursing Officers									
1. Payroll									
2. Seminar/Conference									
<b>TOTALS:</b>				<b>22,000.00</b>	<b>22,000.00</b>				

Certified Correct: \_\_\_\_\_

*ADORNAM BENIGNO*  
ADORNAM BENIGNO  
Sr. Accounting Processor A

Verified by: \_\_\_\_\_

Approved by: \_\_\_\_\_

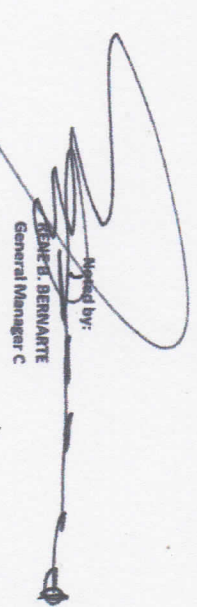
*KEENE B. BERNARTE*  
KEENE B. BERNARTE  
General Manager

Date submitted: \_\_\_\_\_

**Macababe Water District**  
**Report on Ageing of Cash Advance Liquidation**  
**Per Accountable Officer**  
**As of November 15, 2016**

Name of AO	Unliquidated Cash Advances			Cash Advances			Total Cash Advances Balances			Liquidations during the Quarter (January 1- March 31, 2016)			Unliquidated Cash Advance Ending Balance			Remarks		
	Date Granted	Reference	Amount	Date Granted	Reference	Purpose	Date Granted	Reference	Amount	Date Liquidated	Reference	Amount	OR No.	OR Date	Amount		Total Amount	
None B. Bernarte				2/29/2016	DVR16/02/0130	purchase of plumbing tools	2/29/2016	DVR16/02/0130	15,000.00	2/29/2016	LPR16/02/002	15,000.00	PCW16/05/298		48.00	15,000.00		
None B. Bernarte				5/20/2016	DVR16/05/0036	emergency purchase	5/20/2016	DVR16/05/0036	7,000.00	5/20/2016	LPR16/05/002	7,000.00				7,000.00		
<b>Total</b>									<b>22,000.00</b>			<b>22,000.00</b>				<b>22,000.00</b>		

Prepared by:  
  
**ADDRYVA M. BENIGNO**  
 Sr. Accounting Processor A

Checked by:  
  
**ROBERT B. BERNARTE**  
 General Manager C