

BATAC WATER DISTRICT  
STATUS OF CASH ADVANCE  
As of October, 2016

Name of Accountable Officer/Position	Nature of Cash Advance	AMOUNT		Total	Liquidation	% of Liquidation	Unliq. CA Ending Balance	REMARKS
		Unliq. CA Beginning	Grant of Cash Advance (if any)					
Beginning Balance		8,325.00		8,325.00				
	Liquidation per DV # 16-10-0313				8,325.00	100%		
Imelda G. Tutaan/Cashier C Designate	For the cell card allowance of the GM and staff		2,900.00	2,900.00	2,900.00	100%		
Imelda G. Tutaan/Cashier C Designate	For the repair of TMX with sidecar		5,000.00	5,000.00	2,475.00	49.50%	2,525.00	Refunded
Imelda G. Tutaan/Cashier C Designate	For the renewal of registration & insurance of 2 units Honda TMX		6,000.00	6,000.00	4,243.35	70.72%	1,756.65	Refunded
Von Patrick S. Gabriel	For official travel to DENR & COA, SFLU, La Union		1,500.00	1,500.00	1,200.00	80.00%	300.00	Refunded
Imelda G. Tutaan/Cashier C Designate	For the reimburseable expenses of the BOD (Oct. 14 meeting)		1,326.00	1,326.00	1,071.00	80.77%	255.00	Refunded
Imelda G. Tutaan/Cashier C Designate	For the reimburseable expenses of the BOD (Oct. 25 meeting)		1,326.00	1,326.00	1,326.00	100.00%		
Imelda G. Tutaan/Cashier C Designate	For the purchase of one (1) arrangement wreath for the late Mrs. Loudes Sagun		1,000.00	1,000.00	1,000.00	100.00%		
<b>SUB TOTAL</b>		<b>8,325.00</b>	<b>19,052.00</b>	<b>27,377.00</b>	<b>22,540.35</b>		<b>4,836.65</b>	

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Name of Accountable Officer/Position	Nature of Cash Advance	AMOUNT		Total	Liquidation	% of Liquidation	Unliq. CA Ending Balance	REMARKS
		Unliq. CA Beginning	Grant of Cash Advance (if any)					
Balance Forwarded		8,325.00	19,052.00	27,377.00	22,540.35		4,836.65	
Imelda G. Tutaan/Cashier C Designate	For the bond of accountable officers.		7,000.00	7,000.00	5,175.00	73.93%	1,825.00	Refunded
Imelda G. Tutaan/Cashier C Designate	For the gasoline allowance of pump operator, meter readers and bill collectors for November 2016		8,175.00	8,175.00	-	0.00%	8,175.00	
SUB TOTAL		8,325.00	34,227.00	42,552.00	27,715.35		14,836.65	
: REFUND:								
OR # 11117 dtd 10/14/2016							(2,525.00)	
OR # 11140 dtd 10/26/2016							(1,756.65)	
OR # 11116 dtd 10/14/2016							(300.00)	
OR # 11121 dtd 10/17/2016							(255.00)	
OR # 11141 dtd 10/28/2016							(1,825.00)	
<b>TOTAL</b>							<b>8,175.00</b>	

Prepared by:

Reviewed by:

IMELDA G. TUTAAN  
Cashier C Designate

MARIA DOHNA D. SAGUN  
General Manager

BATAC WATER DISTRICT  
STATUS OF CASH ADVANCE  
As of November 30, 2016

Name of Accountable Officer/Position	Nature of Cash Advance	AMOUNT		Total	-	% of Liquidation	Unliq. CA Ending Balance	REMARKS
		Unliq. CA Beginning	Grant of Cash Advance (if any)		Liquidation			
Beginning Balance		8,175.00	-	8,175.00	-			
	Liquidation per DV # 16-11-0351				8,175.00	100%		
Imelda G. Tutaan/Cashier C Designate	For the cell card allowance of the GM and staff		2,900.00	2,900.00	2,900.00	100.00%		
Imelda G. Tutaan/Cashier C Designate	For the reimburseable expenses of the BOD (Nov. 07 meeting)		1,326.00	1,326.00	1,326.00	100.00%		
Imelda G. Tutaan/Cashier C Designate	For the purchase of one (1) arrangement wreath for the late Dra. Francisca Caluya		1,500.00	1,500.00	1,500.00	100.00%		
Imelda G. Tutaan/Cashier C Designate	For expenses to be incurred during the necrological service for the late Dra. Caluya		1,500.00	1,500.00	1,500.00	100.00%		
Imelda G. Tutaan/Cashier C Designate	For the reimburseable expenses of the BOD (Nov. 17 meeting)		1,326.00	1,326.00	1,326.00	100.00%		
Imelda G. Tutaan/Cashier C Designate	For the purchase of t-shirts of BWD officers and employees (groundbreaking)		5,000.00	5,000.00	3,822.00	76.44%	1,178.00	Refunded
Imelda G. Tutaan/Cashier C Designate	For payment of mayor's permit, certificate of occupancy, etc.		10,000.00	10,000.00	7,316.14	73.16%	2,683.86	Refunded
SUB TOTAL		8,175.00	23,552.00	31,727.00	27,865.14		3,861.86	

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Balance Forwarded		8,175.00	23,552.00	31,727.00	27,865.14		3,861.86
Imelda G. Tutaan/Cashier C Designate	For the reimburseable expenses of the BOD (Nov. 26 meeting)		1,326.00	1,326.00	1,326.00	100.00%	
Imelda G. Tutaan/Cashier C Designate	For the expenses to be incurred during the groundbreaking ceremony at the Gov't Center		25,000.00	25,000.00	25,000.00	100.00%	
Joel A. Castro/CSA D	For payment of bacte test fee		1,490.00	1,490.00	1,490.00	100.00%	
Imelda G. Tutaan/Cashier C Designate	For the gasoline allowance of pump operator, meter readers and bill collectors for December 2016		8,325.00	8,325.00	-	0.00%	8,325.00
SUB TOTAL		8,175.00	59,693.00	67,868.00	55,681.14		12,186.86
REFUND:							
OR # 11666 dtd 11/29/2016							(1,178.00)
OR # 11669 dtd 11/29/2016							(2,683.86)
TOTAL							<b>8,325.00</b>

Prepared by:

Reviewed by:

IMELDA G. TUTAAN  
Cashier C Designate

MARIA DOHNA D. SAGUN  
General Manager

BATAC WATER DISTRICT  
STATUS OF CASH ADVANCE  
As of December 31, 2016

Name of Accountable Officer/Position	Nature of Cash Advance	AMOUNT		Total	Liquidation	% of Liquidation	Unliq. CA Ending Balance	REMARKS
		Unliq. CA Beginning	Grant of Cash Advance (if any)					
Beginning Balance		8,325.00					-	
	Liquidation per DV # 16-12-0387			8,325.00	8,325.00	100.00%		
Imelda G. Tutaan/Cashier C Designate	For the cell card allowance of the GM and staff		2,900.00	2,900.00	2,900.00	100.00%		
Imelda G. Tutaan/Cashier C Designate	For thanksgiving offering during the novena mass.		1,500.00	1,500.00	1,500.00	100.00%		
Robert Filam C. Manglal-lan/ Admin Aide 1	For official travel to Baguio City to attend PIWADA's general assembly		3,540.00	3,540.00	3,430.00	96.89%	110.00	Refunded
Joel A. Castro/CSA D	For payment of bacte test fee		2,160.00	2,160.00	2,160.00	100.00%		
Imelda G. Tutaan/Cashier C Designate	For payment of temporary permit, etc		2,531.61	2,531.61	2,531.61	100.00%		
Imelda G. Tutaan/Cashier C Designate	For the repair of Starex van		3,365.00	3,365.00	3,365.00	100.00%		
Maria Dohna D. Sagun/BWD	For official travel to DENR, SFLU		1,040.00	1,040.00	1,040.00	100.00%		
Imelda G. Tutaan/BWD	For official travel to COA & DBM, SFLU		14,040.00	14,040.00	5,653.51	40.27%	8,386.49	Refunded
<b>TOTAL</b>		<b>8,325.00</b>	<b>31,076.61</b>	<b>39,401.61</b>	<b>30,905.12</b>		<b>8,496.49</b>	

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Name of Accountable Officer/Position	Nature of Cash Advance	AMOUNT		Total	Liquidation	% of Liquidation	Unliq. CA Ending Balance	REMARKS
		Unliq. CA Beginning	Grant of Cash Advance (if any)					
Forwarded Balance		<b>8,325.00</b>	<b>31,076.61</b>	<b>39,401.61</b>	<b>30,905.12</b>		<b>8,496.49</b>	
Von Patrick S. Gabriel/Admin Aide 1	For payment of bacte test fee		2,090.00	2,090.00	2,090.00	100.00%		
Imelda G. Tutaan/Cashier C Designate	For the monetary rewards of awardees & for the lunch, snacks during the BWD Christmas Party		60,000.00	60,000.00	59,027.25	98.38%	972.75	Refunded
Imelda G. Tutaan/Cashier C Designate	For the expenses during the Pa-Meal Day on Dec. 30, 2016		14,400.00	14,400.00	14,400.00	100.00%		
Imelda G. Tutaan/Cashier C Designate	For the gasoline allowance of pump operator, meter readers and bill collectors for January 2017		8,587.50	8,587.50	-	0.00%	8,587.50	
Imelda G. Tutaan/Cashier C Designate	For the GAD Entrepreneurship project to promote financial services of BWD employees.		39,004.00	39,004.00	39,004.00	100.00%		
SUB TOTAL		8,325.00	155,158.11	163,483.11	145,426.37		18,056.74	
REFUND: OR # 11678 dtd 12/12/2016 OR # 11698 dtd 12/29/2016 OR # 11696 dtd 12/29/2016							(110.00) (8,386.49) (972.75)	
TOTAL							<b>8,587.50</b>	

Prepared by:

Reviewed by:

IMELDA G. TUTAAN  
Cashier C Designate

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General Manager