

BATAC WATER DISTRICT  
STATUS OF CASH ADVANCE  
As of December, 2015

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)					
Imelda G. Tutaan/Cashier C Designate	For the gasoline allowance of pump operator, meter readers and bill collectors for December 2015	8,325.00		8,325.00	8,325.00	100%	-	
Imelda G. Tutaan/Cashier C Designate	For the cell card allowance of the GM & staff for the month of Nov. 2015		2,900.00	2,900.00	2,900.00	100%	-	
Maria Dohna D. Sagun/GM	Travel to LWUA, Manila		20,000.00	20,000.00	12,943.04	64.72%	7,056.96	Refunded per OR # 8894 dated Dec. 28, 2015
Dino S/ Sagun/Water Res. Fac. Oprtr C	Travel to LWUA, Manila		2,400.00	2,400.00	2,400.00	100%		
Imelda G. Tutaan/Cashier C Designate	Offering for the novena mass		2,000.00	2,000.00	2,000.00	100%		
Imelda G. Tutaan/Cashier C Designate	For the travel/communication expenses of the BOD for Dec. 2015		2,652.00	2,652.00	2,652.00	100%	-	
Joel A. Castro/CSAE	For payment of physical/chemical test fee		1,490.00	1,490.00	1,490.00	100%	-	
Maria Dohna D. Sagun/GM	Travel to Baguio City		7,840.00	7,840.00	7,840.00	100%		
		8,325.00	31,442.00	39,767.00	32,710.04		7,056.96	

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Forwarded Balance		8,325.00	31,442.00	39,767.00	32,710.04		7,056.96	
Ruben T. Cid	To attend Training/Seminar		3,930.00	3,930.00	3,930.00	100%		
Maria Dohna D. Sagun/GM	GAD's Pa-Meal Day		14,400.00	14,400.00	14,348.75	99.64%	51.25	Refunded per OR # 8895 dated Dec. 28, 2015
Maria Dohna D. Sagun/GM	Awards on Christmas Program		30,000.00	30,000.00	30,000.00	100%		
Imelda G. Tutaan/Cashier C Designate	For the gasoline allowance of pump operator, meter readers and bill collectors for January 2016		8,325.00	8,325.00	-		8,325.00	
TOTAL REFUND					7,108.21		(7,108.21)	
							-	
							-	
		8,325.00	88,097.00	96,422.00	88,097.00		8,325.00	

Prepared by:

Reviewed by:

IMELDA G. TUTAAN  
Cashier C Designate

MARIA DOHNA D. SAGUN  
General Manager