



## Muñoz Water District

Bayuga St., Science City of Muñoz, Nueva Ecija  
Tel. No. (044) 456-0599 Fax no. (044) 456-5063  
E-mail: munozwaterdistrict@yahoo.com

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January 05, 2018

ARMANDO EJ. VERON  
State Auditor IV  
Audit Team Leader  
Water Districts Audit Group  
Nueva Ecija & Aurora Provinces

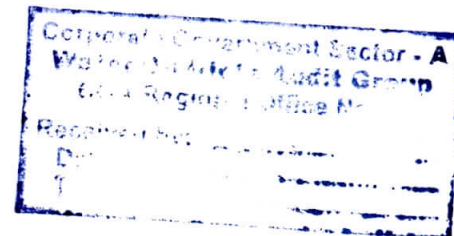
Dear Sir:

Respectfully submitted the Monthly Progress Report on Settlement of Cash Advances of MWD officers & employees for the period November 16, 2017 to December 31, 2017 for validation purposes.

Thank you & best regards!

Very truly yours,

  
Engr. ROGELIO L. MIGUEL  
General Manager



*Jan 11/5/18*

**MUNOZ WATER DISTRICT**  
**Summary Monthly Progress Report on the Settlement of Cash Advances**  
**For period December 1-31, 2017**

**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		
-none-								
<b>Total</b>		-	-	-	-	-		


Prepared by:

  
**ROBERTO S. VENERACION**  
 Head - Finance Division

Approved by:

  
**Engr. ROGELIO L. MIGUEL**  
 General Manager

Verified by:

  
 for **ARMANDO E.J. VERON**  
 State Auditor IV  
 Audit Team Leader

for 1/5/18

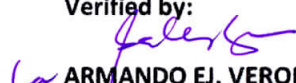
**MUNOZ WATER DISTRICT**  
**Monthly Progress Report on the Settlement of Cash Advances**  
**Per Accountable Officer**  
**For period December 1-31, 2017**

**CASH ADVANCES MONITORED - CURRENT MONTH**

C u r r e n t M o n t h																						
Name of AO	Cash Advance Beginning Balance				Cash Advances Granted During the Month				Total Cash Advances Balances			Liquidations during the Month						Unliquidated Cash Advance Ending Balance			Remarks	
	Date Granted	Ref	Purpose	Amount	Date Granted	Ref	Purpose	Amount	Date Granted	Ref	Amount	Details of Liquidation			Details of Refund			Total Amount	Date Granted	Ref		Amount
												Date Liquidated	Ref	Amount	OR No.	OR Date	Amount					
None																						
<b>Total</b>				-				-			-			-			-	-			-	-

Prepared by:  
  
**ROBERTO S. VENERACION**  
 Head-Finance Division

Approved by:  
  
**Engr. ROGELIO L. MIGUEL**  
 General Manager

Verified by:  
  
**ARMANDO E. VERON**  
 State Auditor IV  
 Audit Team Leader

*9, 11/5/18*

**MUNOZ WATER DISTRICT**  
**Summary Monthly Progress Report on the Settlement of Cash Advances**  
**For period November 16-30, 2017**

**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		
-none-								
<b>Total</b>		-	-	-	-	-		


**Prepared by:**

  
**ROBERTO S. VENERACION**  
 Head - Finance Division

**Noted by:**

  
**Engr. ROGELIO L. MIGUEL**  
 General Manager

**Verified by:**

  
**ARMANDO E.J. VERON**  
 State Auditor IV  
 Audit Team Leader

*for 11/30/17*

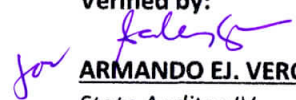
**MUNOZ WATER DISTRICT**  
**Monthly Progress Report on the Settlement of Cash Advances**  
**Per Accountable Officer**  
**For period November 16-30, 2017**

**CASH ADVANCES MONITORED - CURRENT MONTH**

C u r r e n t M o n t h																						
Name of AO	Cash Advance Beginning Balance				Cash Advances Granted During the Month				Total Cash Advances Balances			Liquidations during the Month						Unliquidated Cash Advance Ending Balance			Remarks	
	Date Granted	Ref	Purpose	Amount	Date Granted	Ref	Purpose	Amount	Date Granted	Ref	Amount	Details of Liquidation			Details of Refund			Total Amount	Date Granted	Ref		Amount
												Date Liquidated	Ref	Amount	OR No.	OR Date	Amount					
None																						
Total																						

Prepared by:  
  
**ROBERTO S. VENERACION**  
 Head-Finance Division

Approved by:  
  
**Engr. ROGELIO L. MIGUEL**  
 General Manager

Verified by:  
  
**ARMANDO E. VERON**  
 State Auditor IV  
 Audit Team Leader

*Jan 4/5/18*

**MUÑOZ Water District**

**Province of NUEVA ECIJA**

List of Officials and Employees With Outstanding Cash Advances Aged 30 Days or Over or Over from Due Date of Liquidation per COA Circular No. 97-002 and Status of Submission of Required Documents per COA Memorandum No. 2004-014

*For Quarter ending December 31, 2017*

No	Name	Designation	Amount	Date of Cash Advance	Purpose of Cash Advances	Status of Submission of Following Documents (Pls. Check)					
						Statement of		Certified	Copy of		
						Cash Advance/	Demand	Copy of	Paid	Narrative	
						Liquidation	Letter	Voucher	Check	Report	Remarks
	NONE										


Prepared by:

  
**ROBERTO S. VENERACION**  
 Division Manager C  
 Finance & Commercial

Reviewed by:

  
**Engr. ROGELIO L. MIGUEL**  
 General Manager

Verified by:

  
**ARMANDO E.J. VERON**  
 State Auditor IV  
 Audit Team Leader

\_\_\_\_\_  
 Date

*Jan 11/18*

Report on Ageing of Cash advances  
 Schedule of Advances to Officers & Employees  
 As of **NOVEMBER 15, 2017**

Agency Name: **MUÑOZ WATER DISTRICT**  
 Agency Code:

Book No. \_\_\_\_\_  
 Account Title: Due from officers & employees  
 Account Code: Acct# 1 03 05 020

Name	Date Granted	Particulars	Reference	Total Amount	Amount Due				Remarks <small>(state date of liquidation and reason why if liquidated after the cut-off date)</small>
					Less than 30 days	31-60 days	61-365 days	Over 1 year	
<b>A. Advances for Special Purposes</b>	NO CASH ADVANCE GRANTED								
1. Local Travel									
2. Foreign Travels									
3. Special Activities/Projects									
<b>B. Advances for Regular Disbursing Officers</b>	NO CASH ADVANCE GRANTED								
1. Payroll									
2. Seminar/Conference									
3. Expenses									
<b>TOTALS</b>									


Certified Correct

  
ROBERTO S. VENERACION  
 Division Manager C - Finance & Commercial

Approved by:

  
Engr. ROGELIO L. MIGUEL  
 General Manager

Verified by:

  
ARMANDO E. VERON u/21/17  
 State Auditor IV  
 COA Audit Team Leader

Date Submitted: \_\_\_\_\_