

## ANNEX E

# VICTORIAS CITY WATER DISTRICT

Quirino St. Brgy. 5, Victorias City, Negros Occidental

## LIST OF REPORTS PREPARED REGULARLY

### **Finance & Administrative Division**

- 1.) Monthly Financial Statements
- 2.) Monthly Data Sheet
- 3.) Check Disbursement Record
- 4.) Report of Collections & Deposits
- 5.) Monthly Operations Report
- 6.) Report of Supplies and Materials Issued
- 7.) Materials and Supplies Issues Journal
- 8.) Cash Receipts and Deposits Record
- 9.) Bank Reconciliation
- 10.) Check Disbursement Journal
- 11.) Budget Appropriation
- 12.) Annual Procurement Plan
- 13.) Cash Receipts & Deposits Journal
- 14.) Summary of Billings
- 15.) Summary of Billing Adjustments Memos
- 16.) General Journal
- 17.) Trial Balance
- 18.) Reports on Salaries & Allowances Received
- 19.) Report of unliquidated cash advances
- 20.) Extraordinary & Miscellaneous expenses
- 21.) Schedule of property, plant & equipment

### **Commercial Division**

- 1.) Accounts Renewable Summary
- 2.) Aging of Account
- 3.) Billing Adjustment Memo
- 4.) Daily Billing Report
- 5.) Daily Billing Summary
- 6.) Monthly Billing Summary
- 7.) Daily Collection Report
- 8.) Daily Collection Summary
- 9.) Monthly Collection Summary
- 10.) Final Billing
- 11.) Monthly Senior Citizen Discount Report
- 12.) Deferred Credit
- 13.) Daily Penalty Report
- 14.) Daily Penalty Summary
- 15.) Service Closure
- 16.) Active Service Connection Report
- 17.) Disconnection Order

### **Engineering Division**

- 1.) Monthly Production Report
- 2.) Monthly Chlorine Residual