



**BAYAWAN WATER DISTRICT**  
**BALANCE SHEET**  
As of October 31, 2018

**ASSETS AND OTHER DEBITS**

**CURRENT ASSETS AND OTHER DEBITS**

Cash on Hand	93,841.30
Cash in Bank	13,523,929.47
Working Fund	15,000.00
Change Fund	4,000.00
Account Receivable- Customers	1,325,898.87
Less: Allowance for Bad Debts	(34,805.03)
Advances to Officers & Employees	213,831.42
Account Receivable-disallowances	33,000.00
Account Receivable - Others	536,686.25
Materials & Supplies Inventory	857,644.37
Supplies and Materials Inventory - VEI	5,689,592.63
Supplies and Materials Inventory - BUB	188,937.80
Other Current Assets & Other Debits	304,562.57
Due from Officers & Employees	-
Prepayments	15,854.30
Other Deferred Charges	7,482.11
<b>total</b>	<b>22,775,456.06</b>

**UTILITY PLANT**

Utility Plant in Service	112,239,795.17
Less: Accumulated Depreciation	(38,678,198.03)
Construction Work In Progress	4,143,449.07
<b>Net Utility Plant</b>	<b>77,705,046.21</b>

**INVESTMENTS & FUND ACCOUNTS**

Sinking Fund (PNB Acct.# 3210000029)	33,291.94
Reserve Fund (LBP Acct # 1181020683)	1,688,680.33
Restricted Fund (PNB Acct.# 283943200052)	42,558.82
<b>total</b>	<b>1,764,531.09</b>

**TOTAL ASSETS AND OTHER DEBITS** P **102,245,033.36**

**LIABILITIES AND OTHER CREDITS**

**CURRENT AND ACCRUED LIABILITIES**

Current Portion of Long Term Debt	151,024.00
Accounts Payable	331,417.00
Due to LGU-Septage Fee	158,697.51
Due to International Institution - VEI Grant	5,689,592.63
Inter-Agency Payables	305,901.26
Guarantee Deposit Payable	16,000.00
Customers Deposit	203,816.17
Other Deferred Credits	-
Other Payables	1,142,639.12
<b>total</b>	<b>7,999,087.69</b>

**LONG TERM DEBT**

Loan Payable - LWUA	24,814,097.37
Loan Payable - Landbank	1,542,262.64
Loan Payable - NHA	1,115,064.12
<b>total</b>	<b>27,471,424.13</b>

**CAPITAL & EQUITY**

Capital contribution - Government	31,074,648.31
Other Paid in Capital	540,783.58
Retained Earnings	35,159,089.65
<b>total</b>	<b>66,774,521.54</b>

**TOTAL LIABILITIES & OTHER CREDITS** P **102,245,033.36**

Prepared by:

**CHIRAMIE V. MORENO, CPA**  
Corporate Accounts Analyst

Checked/Verified by:

**GINALYN P. PIOSCA**  
Division Manager C

Noted by:

**ALMA L. ABRASALDO**  
General Manager C



**BAYAWAN WATER DISTRICT**  
**INCOME STATEMENT**  
 For the month Ending October 31, 2018

	CURRENT MONTH	YEAR TO DATE
<b>OPERATING REVENUE</b>		
Metered Sales	3,007,918.55	31,468,900.34
Penalty Charges	94,364.52	917,051.93
Other Business & Service Income	112,051.00	1,327,147.92
Other Income	24,995.84	258,811.83
<b>Total Operating Revenue</b>	<b>3,239,329.91</b>	<b>33,971,912.02</b>
<b>OPERATING EXPENSES</b>		
<b>Personal services</b>		
Salaries and Wages	942,675.44	8,387,136.35
Other Compensation & Allowances	528,000.00	2,381,083.84
Personnel Benefit Contributions	140,401.78	1,239,294.41
Other Personnel Benefits	19,574.41	823,280.51
<b>Total Personal Services</b>	<b>1,630,651.63</b>	<b>12,830,795.11</b>
<b>Operating Expenses</b>		
Honoraria(Directors Fees & Renumerations)	28,895.00	310,375.00
Office Supplies Expenses	1,009.00	151,474.43
Fuel, Oil & Lubricants Expenses	23,697.09	231,070.60
Maintenance Supplies Expenses	910.90	7,420.88
Other Supplies Expenses	3,502.70	99,980.61
Travel Expenses	169,688.11	2,041,277.00
Training & Scholarship Expenses	26,000.00	220,433.96
Gender and Development	145,179.85	2,470,677.88
Water	1,028.40	15,619.60
Electricity	32,515.54	306,938.07
Fuel	15,506.00	152,262.41
Postage & Deliveries	1,685.00	29,305.48
Telephone Expenses - Landline	3,716.90	29,689.47
Telephone Expenses - Mobile	5,000.00	105,689.81
Internet Expenses	4,190.17	58,699.25
Cable, Satellite, Telegraph & Radio Expenses	-	140.00
Printing Expenses	-	6,303.00
Advertising, Promotional & Marketing Expenses	-	4,020.00
Taxes Duties & Licenses	117,362.31	597,815.46
Insurance Premiums	4,334.56	20,147.49
Representation expenses	39,563.65	222,831.78
Rent/lease expenses	100,000.00	112,000.00
Survey Expenses	-	-
Generation , Transmission & Distribution Expenses	311,011.77	3,452,673.47
Source of Supply - Miscellaneous Expense	35,700.00	
Source of Supply Mains - Engineering Expenses	783.74	
Power Production Expenses	-	
Fuel for Power Production	194.08	
Pumping Operations Expense	-	
Power/Fuel Purchased for Pumping	224,844.13	
Water Treatment Operations Expenses	22,116.00	
Chemical, Filtering and Laboratory Supplies Expense	-	
Transmission & Distribution Engineering Expense	8,962.95	
Miscellaneous Customer Accounts Expenses	18,410.87	
Extraordinary and Miscellaneous Expenses	-	55,460.50
Membership Dues & Contribution to Organizations	-	8,914.20
Cultural & Athletic Expenses	-	3,151.75
Donations	-	3,760.00
Legal Services	2,900.00	29,928.00
Auditing Services	-	-
General/Janitorial Services	6,000.00	69,000.00
Security Services	22,000.00	198,000.00
Other Professional Services	-	26,000.00
Confidential & Intelligence Funds	-	50,000.00
Other Maintenance and Operating Expense	51,120.00	409,541.61
<b>Total Operating Expenses</b>	<b>1,116,816.95</b>	<b>11,500,601.71</b>

**Maintenance Expenses**

Repairs & Maintenance - Plant	13,110.42	696,170.74
Repairs & Maintenance - Buildings & other structures	26,579.50	507,832.74
Repairs & Maintenance - Office Equipment	1,182.00	10,768.00
Repairs & Maintenance - Laboratory Equipment	338.00	338.00
Repairs & Maintenance - Land Transport Equipment	40,893.30	280,343.77
Repairs & Maintenance - Other machinery & equipment	3,407.00	199,362.73
Repairs & Maintenance - Furniture & Fixtures	616.50	2,029.50
Repairs & Maintenance - Calamity	-	-
<b>Total Maintenance Expenses</b>	<b>86,126.72</b>	<b>1,696,845.48</b>

**TOTAL Personal, Operating & Maintenance Expenses** **2,833,595.30** **26,028,242.30**

**NET INCOME BEFORE DEPRECIATION & INTEREST** **405,734.61** **7,943,669.72**

Less: Depreciation Expense	106,475.73	3,292,746.49
Bad Debts Expense	-	6,640.70
	<b>106,475.73</b>	<b>3,299,387.19</b>

*Add: OTHER INCOME*


Interest Revenue	-	1,549.95
Income from Grants & Donations	-	40,780.37
Subsidy from Local Government Units	-	14,095,066.29
Dividend Revenue	-	-
<b>Total Other Income</b>	<b>-</b>	<b>14,137,396.61</b>

*Less: OTHER EXPENSES*

Interest on LTD	193,319.76	1,891,545.81
Interest on Bank Deposits	-	128.03
Bank Charges	-	3,500.00
Documentary Stamp Expenses	-	30.00
Loss on Assets	-	-
<b>Total Other Expenses</b>	<b>193,319.76</b>	<b>1,895,203.84</b>

**NET INCOME/(LOSS)** **P** **105,939.12** **16,886,475.30**


Prepared by:

  
**CHIRAMIE V. MORENO, CPA**  
Corporate Accounts Analyst

Checked/Verified by:

  
**GINALYN P. PIOSCA**  
Division Manager C

Noted by:

  
**ALMA L. ABRASALDO**  
General Manager C



**BAYAWAN WATER DISTRICT  
CASH FLOW STATEMENT  
As of October 31, 2018**

<b>RECEIPTS:</b>		<b>CURRENT MONTH</b>	<b>YEAR TO DATE</b>
Collection of Water Bills	P	3,213,693.68	32,376,679.99
Collection of Other Water Revenues		112,051.00	1,500,797.97
Collection of A/R Others - Materials on Account		-	273,102.23
Collection Receivables/Disallowances		-	39,000.00
Collection on Septage Fees-Due to LGU		158,697.51	1,521,132.51
Collection of WTP/GSIS/HDMF/PHILHEALTH		333,232.53	1,500,673.04
Proceeds from Loan Borrowings		-	-
Other Income		24,995.84	296,461.83
Refund of Employees Cash Advances		1,041.43	345,194.60
Receipt of Bids/Performance Bonds		65,540.66	1,107,819.12
Interest Revenue		-	393.35
Fund transfer - PNB TO LBP		-	400,000.00
Fund transfer - PNB TO PNB Customer Deposits		-	203,816.17
Fund transfer - PNB TO PNB Bail Bonds Payable		-	368,452.64
Reserve Fund withdrawal/transfer		-	-
Subsidy from Local Government Units		-	14,095,066.29
Other Receipts /Adjustments		-	66,477.63
<b>Total Receipts</b>	<b>P</b>	<b>3,909,252.65</b>	<b>54,095,067.37</b>
<b>DISBURSEMENTS:</b>			
Payroll	P	942,675.44	8,387,136.35
Fuel/power for pumping		225,038.21	1,599,535.50
Chemicals		216,622.45	1,373,995.73
Franchise Tax		-	406,657.02
Other Operation & Maint. Expenses		1,589,644.42	8,043,093.79
Payment of Advances to officers & Employees		62,666.00	1,262,283.09
Materials & Supplies Inventory (procurement)		124,000.00	4,548,534.47
Remittance to BIR/GSIS/HDMF/PHILHEALTH		347,102.49	3,128,011.03
Remittance to LGU- Septage Fees		156,320.00	1,505,533.75
Payment of Accounts Payable		-	1,138,101.30
Payment of Bid/Performance Bonds		390,646.44	611,607.94
Construction Work In progress		892,589.28	1,660,053.08
Capital Expenditures		221,950.00	2,858,331.01
Amortizations of domestic loans (LWUA)		74,744.00	853,326.71
Amortizations of domestic loans (NHA)		-	128,831.26
Amortizations of domestic loans (LBP)		128,521.89	514,087.56
Payment of Interest of Long Term Debts (LWUA)		168,052.00	1,741,738.08
Payment of Interest of Long Term Debts (NHA)		-	38,304.24
Payment of Interest of Long Term Debts (LBP)		25,267.76	111,803.49
Bank Charges		-	1,750.00
Fund withdrawal - PNB TO LBP		-	400,000.00
Fund withdrawal - PNB TO PNB Cutomer Deposit		-	203,816.17
Fund withdrawal - PNB TO PNB Bail Bonds Payable		-	368,452.64
Adjustments		-	28,702.40
<b>Total Disbursements</b>	<b>P</b>	<b>5,565,840.38</b>	<b>40,913,686.61</b>
<b>NET RECEIPTS/(DISBURSEMENTS)</b>		<b>(1,656,587.73)</b>	<b>13,181,380.76</b>
Add: CASH BALANCE, Beginning		<b>15,293,358.50</b>	<b>555,390.01</b>
Less: Fund Transfer (Reserve Fund)		-	100,000.00
Fund Transfer (Restricted Fund)		-	-
<b>CASH BALANCE, END</b>	<b>P</b>	<b>13,636,770.77</b>	<b>13,636,770.77</b>

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**ALMA L. ABRASALDO**  
General Manager C



**BAYAWAN WATER DISTRICT  
MONTHLY DATA SHEET  
CCC - 221  
For the Month Ending October 31, 2018**

**1 SERVICE CONNECTION DATA:**

1.1 TOTAL SERVICES	<u>7,099</u>	1.6 CHANGES: <i>New</i>	<u>72</u>
1.2 TOTAL ACTIVE	<u>6,441</u>	<i>Reconnected</i>	<u>61</u>
1.3 TOTAL METERED	<u>6,441</u>	<i>Disconnected</i>	<u>67</u>
1.4 TOTAL BILLED	<u>6,441</u>	1.7 CUSTOMER IN ARREARS:	
1.5 POPULATION SERVED	<u>32,275</u>	Nos.	<u>1,090</u>

**2 PRESENT WATER RATES: Effective May, 2016**

LWUA APPROVED ? YES [] NO []      DATE APPROVED: February 11, 2016

	No. of Connections	Minimum Charge	11-20	21-30	31-40	40+
DOMESTIC/GOVERNMENT	6,012	230.00	28.20	33.90	39.80	45.80
COMMERCIAL/INDUSTRIAL	427	460.00	56.40	67.80	79.60	91.60
COMMUNAL	2	230.00	23.00	23.00	23.00	23.00
BULK/WHOLESALE	-	-	-	-	-	-
<b>TOTAL</b>	<b><u>6,441</u></b>					

**3 BILLING AND COLLECTION DATA:**

3.1 BILLINGS ( WATER SALES )	<u>THIS MONTH</u>	<u>YEAR - TO - DATE</u>
a. CURRENT ( METERED )	P <u>3,030,531.80</u>	P <u>31,745,869.39</u>
b. CURRENT ( FLAT RATE )	<u>-</u>	<u>-</u>
c. PENALTY CHARGES	<u>94,364.52</u>	<u>917,051.93</u>
<b>TOTALS</b>	<b>P <u>3,124,896.32</u></b>	<b>P <u>32,662,921.32</u></b>

3.2 COLLECTIONS ( WATER SALES )		
a. CURRENT ACCOUNTS	P <u>2,014,125.91</u>	P <u>21,798,895.67</u>
b. ARREARS (CURRENT YEAR)	<u>1,168,343.75</u>	<u>9,756,156.47</u>
c. ARREARS (PREVIOUSYEAR)	<u>31,224.02</u>	<u>739,696.86</u>
d. COLLECTION - OTHERS	<u>-</u>	<u>-</u>
<b>TOTALS</b>	<b>P <u>3,213,693.68</u></b>	<b>P <u>32,294,749.00</u></b>

3.3 A/R BEGINNING OF THE YEAR      P 1,332,246.19

3.4 ON-TIME PAID, THIS MONTH =  $\frac{(3.2.a)}{(3.1.a) + (3.1.b)} \times 100 = \underline{66\%}$

COL. EFFICIENCY, YTD =  $\frac{(3.2.a) + (3.2.b)}{3.1 \text{ TOTALS}} \times 100 = \underline{97\%}$

COLLECTION RATIO, YTD =  $\frac{3.2 \text{ TOTALS}}{3.3 + 3.1 \text{ TOTALS} + A/R \text{ others}} \times 100 = \underline{95\%}$

**4. FINANCIAL DATA:**

**4.1 REVENUE:**

	<u>THIS MONTH ( TM )</u>	<u>YEAR - TO - DATE</u>
a. OPERATING	P 3,007,918.55	P 31,468,900.34
b. NON-OPERATING	231,411.36	2,503,011.68
c. INTEREST REVENUE	-	1,549.95
d. OTHER INCOME	-	-
e. GRANTS & DONATIONS	-	14,135,846.66
<b>TOTALS</b>	<b>P 3,239,329.91</b>	<b>P 48,109,308.63</b>

**4.2 EXPENSES:**

	<u>THIS MONTH ( TM )</u>	<u>YEAR - TO - DATE</u>
a. SALARIES AND WAGES	P 884,930.25	P 8,329,391.16
b. PUMPING COST ( Fuel, Oil, Electric )	186,293.41	1,760,825.66
c. CHEMICALS (Treatment)	216,622.45	1,196,710.03
d. OTHER O&M EXPENSE	1,300,869.94	14,857,010.89
e. DEPRECIATION EXPENSE	358,273.94	3,187,500.01
f. BAD DEBT EXPENSE	-	6,640.70
g. INTEREST EXPENSE	186,400.80	1,884,754.88

<b>TOTALS</b>	<b>P 3,133,390.79</b>	<b>P 31,222,833.33</b>
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<b>4.3 NET INCOME ( LOSS ):</b>	<b>P 105,939.12</b>	<b>P 16,886,475.30</b>
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**4.4 CASH FLOW REPORT**

a. RECEIPTS	P 3,909,252.65	P 53,895,067.37
b. DISBURSEMENT	5,565,840.38	40,713,686.61
c. NET RECEIPT (Disbursement)	(1,656,587.73)	13,181,380.76
d. CASH BAL. BEGINNING	15,293,358.50	555,390.01
e. CASH BAL. END	<b>13,636,770.77</b>	<b>13,736,770.77</b>
Less: transfer to Reserve Fund	-	100,000.00
transfer to Restricted Fund	-	-
<b>TOTALS</b>	<b>P 13,636,770.77</b>	<b>P 13,636,770.77</b>

**4.5 MISCELLANEOUS FINANCIAL DATA:**

a. LOAN FUNDS (TOTAL)	-	c. Inventories	6,736,174.80
1. Cash on Hand	-	d. A/R -Customers	1,325,898.87
2. Cash in Bank	-	e. Customers Dep.	203,816.17
b. WD FUNDS (TOTAL)	15,397,331.86	f. Loan Payable-LGU	-
1. Cash on Hand	93,841.30	g. Loan Payable-LBP	1,542,262.64
2. Cash in Bank	13,523,929.47	h. Loan Payable-NHA	1,115,064.12
3. Investment	33,291.94	i. Payable to Suppliers & other Creditor	331,417.00
4. Working Fund	15,000.00	j. Total Debt Service LWUA	24,814,097.37
5. Reserve	1,688,680.33		
6. Restricted Fund	42,588.82		

**5 WATER PRODUCTION DATA:**

**5.1 SOURCE**

		<u>THIS MONTH</u>
	<u>NUMBER</u>	<u>TOTAL RATED CAPACITY</u>
a. WELLS	5	44,064.00 m3/mo.
b. SPRINGS	1	139,968 m3/mo.
c. SURFACE	NONE	NONE m3/mo.
d. TOTALS	6	184,032.00 m3/mo.

**5.2 WATER PRODUCTION**

	<u>THIS MONTH</u>	<u>Y-T-D</u>	<u>METHOD OF MEASUREMENT</u>
a. PUMPED	38,527.00	322,938.00	actual reading of flow meter
b. GRAVITY & TREATMENT PLANT	81,988.91	919,238.05	actual reading of flow meter
c. TOTALS	<b>120,515.91</b>	<b>1,242,176.05</b>	

**5.3 WATER PRODUCTION COST:**

	<u>THIS MONTH (TM)</u>	<u>YEAR TO DATE</u>
a. Total Power Consumption for Pumping	15,104	121,937.00 kwh
b. Total Power Cost for Pumping	186,293.41	1,679,657.97
c. Other energy cost for pumping	-	-
d. Total pumping hours (motor drive)	2,850	29,910 hrs.
e. Total pumping hours (engine drive)	-	-
f. Total gas chlorine consumed	2	13.8 kg.
g. Total powder chlorine consumed	855	9,314 kg.
h. Total chlorine cost	145,800.00	1,186,431.30
i. Total cost of other chemicals	-	238,016.34

**5.4 ACCOUNTED WATER USED:**

a. Metered billed	91,349	m3	961,354	m3
b. Unmetered billed	-	m3	0	m3
c. Total billed ( 5.4.a + 5.4.b.)	91,349	m3	961,354	m3
d. Metered Unbilled		m3	0	m3
e. Unmetered unbilled	9,407.22	m3	51,106.24	m3
f. Total Accounted (5.4.c + 5.4.d + 5.4.e)	<b>100,756.22</b>	<b>m3</b>	<b>1,012,460.24</b>	<b>m3</b>

**5.5 WATER USE ASSESSMENT:**

a. Ave. monthly consumption/connection	14.18	m3
b. Ave. per Capita/day consumption	0.09	m3
c. Accounted water $\frac{5.4.f \times 100}{5.2.c}$	83.60	%
d. Revenue producing water $\frac{5.4.c \times 100}{5.2.c}$	75.80	%

**6 MISCELLANEOUS DATA:**

**6.1 EMPLOYEES**

a. Total	<u>23</u>	Regular	<u>23</u>	CASUAL	<u>3</u>
b. No. of Connection / Employees					<u>280</u>
c. Average monthly salary / employees				P	<u>38,475.23</u>

**6.2 BACTERIOLOGICAL**

	QUALITATIVE TEST (Positive/ Negative)	TOTAL COLIFORM (MTFT)	FECAL COLIFORM (MTFT)	HETEROTROPHIC PLATE COUNT (Pour Plate)
a. Total sample taken	<u>10</u>	<u>10</u>	<u>10</u>	<u>10</u>
b. No. of negative results	<u>10</u>	<u>10</u>	<u>10</u>	<u>10</u>
c. No. of positive results	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
d. Test results submitted to LWUA (Y/N)	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>

**6.3 CHLORINATION:**

a. Total samples taken	<u>99</u>
b. No. of samples meeting standards	<u>99</u>
c. No. of days full chlorinating	<u>31</u>

**6.4 BOARD OF DIRECTORS:**

	<u>THIS MONTH</u>	<u>YEAR - TO - DATE</u>
a. Resolution Approved	<u>6</u>	<u>77</u>
b. Policies passed	<u>0</u>	<u>0</u>
c. Director's fee paid	P <u>28,895.00</u>	P <u>310,375.00</u>
d. Meetings	<u>2</u>	<u>22</u>
1. Held ( No. )	<u>2</u>	<u>25</u>
2. Regular ( No. )	<u>1</u>	<u>10</u>
3. Special ( No. )	<u>1</u>	<u>15</u>
4. Emergency (executive)	<u>0</u>	<u>0</u>

**7 STATUS OF VARIOUS DEVELOPMENTS:**

**7.1 Status of Loans as of \_\_\_\_\_ Loan / Fund**

	Committed _____	Availment to Date Amount Percentile
a. New Service Connection	_____	_____
b. BPW FUNDS	_____	_____
TOTALS	P _____	_____

**7.2 STATUS OF LOAN PAYMENT TO LWUA:**

Types of Loans / Funds	<u>PROJECTED</u>	<u>COLLECTION</u>	
	<u>Collection / mo.</u>	<u>This Month</u>	<u>Y - T - D</u>
a. Early Action	_____	_____	_____
b. Interim Improvement	_____	_____	_____
c. Comprehensive	_____	_____	_____
d. New Service Connection	_____	_____	_____
e. Loan Payment	<u>242,796.00</u>	<u>242,796.00</u>	<u>2,427,960.00</u>
<b>TOTALS</b>	<u>242,796.00</u>	<u>242,796.00</u>	<u>2,427,960.00</u>



**7.3 OTHER ON-GOING PROJECTS.**  
TYPES

	STATUS Schedule (%)	FUNDED BY	DONE BY
a. Early Action	_____	_____	_____
b. Pre-feasibility study	_____	_____	_____
c. Feasibility Study	_____	_____	_____
d. A & E Design	_____	_____	_____
e. Well Drilling	_____	_____	_____
f. Project Presentation	_____	_____	_____
g. Pre-Bidding	_____	_____	_____
h. Bidding	_____	_____	_____
i. Construction ( _____ )	_____	_____	_____

**8 STATUS OF INSTITUTIONAL DEVELOPMENT: ( To be filled by the Advisor )**

**8.1 DEVELOPMENT PROGRESS INDICATOR:**

Phase :	Earned :	Min. Req'd. :	Age in Month :	Development Rating :	Variance
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

**8.2 COMMERCIAL SYSTEM / AUDIT:**

	D A T E S	
a. CPS 1 Installed	_____	_____
b. CPS 11 Installed	_____	_____
c. Management Audit	_____	_____
d. PR Assistance	_____	_____
e. Marketing Assistance	_____	_____
f. Financial Audit	_____	_____
g. _____	_____	_____

SUBMITTED BY:

  
ALMA L. ABRASALDO  
GENERAL MANAGER C

VERIFIED BY:

11/16/18 \_\_\_\_\_  
DATE MANAGEMENT ADVISOR DATE

NOTED BY:

\_\_\_\_\_  
AREA MANAGER

RECORDED BY:

\_\_\_\_\_  
DATE FINANCE MANAGER DATE