



BAYAWAN WATER DISTRICT
BALANCE SHEET
As of January 31, 2019

ASSETS AND OTHER DEBITS

CURRENT ASSETS AND OTHER DEBITS

Cash on Hand	21,159.50
Cash in Bank	5,648,926.54
Working Fund	15,000.00
Change Fund	4,000.00
Account Receivable- Customers	1,307,405.56
Less: Allowance for Bad Debts	(34,805.03)
Advances to Officers & Employees	594,011.29
Account Receivable-disallowances	33,000.00
Account Receivable - Others	609,008.20
Materials & Supplies Inventory	3,443,226.75
Supplies and Materials Inventory - VEI	2,433,575.21
Supplies and Materials Inventory - BUB	2,019,729.42
Other Current Assets & Other Debits	304,562.57
Due from Officers & Employees	-
Prepayments	15,854.30
Other Deferred Charges	7,482.11
total	16,422,136.42

UTILITY PLANT

Utility Plant in Service	109,685,133.96
Less: Accumulated Depreciation	(38,748,052.83)
Construction Work In Progress	16,051,152.85
Net Utility Plant	86,988,233.98

INVESTMENTS & FUND ACCOUNTS

Sinking Fund (PNB Acct.# 3210000029)	33,363.22
Reserve Fund (LBP Acct # 1181020683)	1,690,474.44
Restricted Fund (PNB Acct.# 283943200052)	42,592.21
total	1,766,429.87

TOTAL ASSETS AND OTHER DEBITS

P **105,176,800.27**

LIABILITIES AND OTHER CREDITS

CURRENT AND ACCRUED LIABILITIES

Current Portion of Long Term Debt	1,450,783.62
Accounts Payable	3,279,741.41
Due to LGU-Septage Fee	176,610.00
Due to International Institution - VEI Grant	2,433,283.79
Inter-Agency Payables	230,550.24
Guarantee Deposit Payable	16,000.00
Customers Deposit	203,816.17
Other Deferred Credits	-
Other Payables	1,327,306.50
total	9,118,091.73

LONG TERM DEBT

Loan Payable - LWUA	22,995,422.09
Loan Payable - Landbank	1,028,178.64
Loan Payable - NHA	841,620.82
total	24,865,221.55

CAPITAL & EQUITY

Capital contribution - Government	31,074,648.31
Other Paid in Capital	540,783.58
Retained Earnings	39,578,055.10
total	71,193,486.99

TOTAL LIABILITIES & OTHER CREDITS

P **105,176,800.27**

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 January 31, 2019

	CURRENT MONTH	YEAR TO DATE
OPERATING REVENUE		
Metered Sales	3,391,406.93	3,391,406.93
Penalty Charges	92,501.14	92,501.14
Other Business & Service Income	343,640.37	343,640.37
Other Income	14,543.10	14,543.10
Total Operating Revenue	3,842,091.54	3,842,091.54
OPERATING EXPENSES		
Personal services		
Salaries and Wages	491,178.97	491,178.97
Other Compensation & Allowances	285,000.00	285,000.00
Personnel Benefit Contributions	94,461.40	94,461.40
Other Personnel Benefits	184,882.48	184,882.48
Total Personal Services	1,055,522.85	1,055,522.85
Operating Expenses		
Honoraria(Directors Fees & Renumerations)	30,157.50	30,157.50
Office Supplies Expenses	12,563.24	12,563.24
Fuel, Oil & Lubricants Expenses	22,160.14	22,160.14
Other Supplies and Materials Expenses	6,518.00	6,518.00
Supplies and Materials Expenses -VEI	559,366.61	559,366.61
Travel Expenses-Local	94,531.21	94,531.21
Travel Expenses-Foreign	-	-
Training Expenses	-	-
Gender and Development	77,227.07	77,227.07
Water	831.00	831.00
Electricity	30,233.85	30,233.85
Gas/Heating Expenses	10,141.00	10,141.00
Postage & Deliveries	2,328.00	2,328.00
Telephone/Mobile Expenses	18,548.30	18,548.30
Internet Expenses	1,424.11	1,424.11
Cable, Satellite, Telegraph & Radio Expenses	-	-
Printing Expenses	-	-
Advertising, Promotional & Marketing Expenses	1,379.00	1,379.00
Taxes Duties & Licenses	116,524.92	116,524.92
Insurance Premiums	8,616.22	8,616.22
Representation expenses	4,975.20	4,975.20
Rent/lease expenses	-	-
Survey Expenses	30,000.00	30,000.00
Generation , Transmission & Distribution Expenses	416,413.58	416,413.58
Source of Supply - Miscellaneous Expense	6,930.00	
Source of Supply Mains - Engineering Expenses	-	
Power Production Expenses	-	
Fuel for Power Production	5,936.40	
Pumping Operations Expense	-	
Power/Fuel Purchased for Pumping	148,834.38	
Water Treatment Operations Expenses	18,732.00	
Chemical, Filtering and Laboratory Supplies Expense	144,948.17	
Transmission & Distribution Engineering Expense	20,806.76	
Miscellaneous Customer Accounts Expenses	70,225.87	
Extraordinary and Miscellaneous Expenses	33,119.85	33,119.85
Membership Dues & Contribution to Organizations	3,500.00	3,500.00
Cultural & Athletic Expenses	-	-
Donations	-	-
Legal Services	4,700.00	4,700.00
Auditing Services	-	-
General/Janitorial Services	6,000.00	6,000.00
Security Services	22,000.00	22,000.00
Other Professional Services	-	-
Confidential & Intellegence Funds	-	-
Other Maintenance and Operating Expense	1,123.00	1,123.00
Total Operating Expenses	1,514,381.80	1,514,381.80

Maintenance Expenses

Repairs & Maintenance - Plant	87,772.05	87,772.05
Repairs & Maintenance - Buildings & other structures	38,782.64	38,782.64
Repairs & Maintenance - Office Equipment	980.00	980.00
Repairs & Maintenance - Land Transport Equipment	24,603.00	24,603.00
Repairs & Maintenance - Other machinery & equipment	3,907.00	3,907.00
Repairs & Maintenance - Furniture & Fixtures	2,948.00	2,948.00
Repairs & Maintenance - Calamity	-	-
Total Maintenance Expenses	158,992.69	158,992.69

TOTAL Personal, Operating & Maintenance Expenses	2,728,897.34	2,728,897.34
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NET INCOME BEFORE DEPRECIATION & INTEREST	1,113,194.20	1,113,194.20
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Less: Depreciation Expense	336,431.10	336,431.10
Bad Debts Expense	-	-
	336,431.10	336,431.10

Add: OTHER INCOME


Interest Revenue	-	-
Income from Grants & Donations	559,332.86	559,332.86
Subsidy from Local Government Units	-	-
Miscellaneous Income - BUB	-	-
Dividend Revenue	-	-
Total Other Income	559,332.86	559,332.86

Less: OTHER EXPENSES


Interest Expenses	203,561.04	203,561.04
Bank Charges	-	-
Documentary Stamp Expenses	-	-
Loss on Assets	-	-
Total Other Expenses	203,561.04	203,561.04

NET INCOME/(LOSS)	P 1,132,534.92	1,132,534.92
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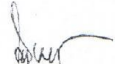
Prepared by:


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 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 January 31, 2019

RECEIPTS:		CURRENT MONTH	YEAR TO DATE
Collection of Water Bills	P	3,838,276.20	3,838,276.20
Collection of Other Water Revenues		358,573.00	358,573.00
Collection of A/R Others - Materials on Account		-	-
Collection Receivables/Disallowances		-	-
Collection on Septage Fees-Due to LGU		176,610.00	176,610.00
Collection of WTP/GSIS/HDMF/PHILHEALTH		104,966.41	104,966.41
Collection of WTP(BUB)		5,294.23	5,294.23
Proceeds from Loan Borrowings		-	-
Other Income		14,543.10	14,543.10
Miscellaneous Income - BUB		-	-
Refund of Employees Cash Advances		50,080.06	50,080.06
Receipt of Bids/Performance Bonds		128,962.50	128,962.50
Interest Revenue		-	-
Fund transfer - PNB TO LBP		-	-
Fund transfer - PNB TO PNB Customer Deposits		-	-
Fund transfer - PNB TO PNB Bail Bonds Payable		-	-
Reserve Fund withdrawal/transfer		-	-
Subsidy from Local Government Units		-	-
Other Receipts /Adjustments		190,940.98	190,940.98
Total Receipts	P	4,868,246.48	4,868,246.48
DISBURSEMENTS:			
Payroll	P	491,178.97	491,178.97
Fuel/power for pumping		154,770.78	154,770.78
Chemicals		144,948.17	144,948.17
Franchise Tax		115,084.92	115,084.92
Other Operation & Maint. Expenses		1,405,257.09	1,405,257.09
Payment of Advances to officers & Employees		40,500.00	40,500.00
Materials & Supplies Inventory (procurement)		144,486.50	144,486.50
Supplies & Materials Inventory (BUB)		-	-
Remittance to BIR (BUB)		190,940.98	190,940.98
Remittance to BIR/GSIS/HDMF/PHILHEALTH		301,839.09	301,839.09
Remittance to LGU- Septage Fees		150,510.00	150,510.00
Payment of Accounts Payable		1,648,306.57	1,648,306.57
Payment of Bid/Performance Bonds		109,210.00	109,210.00
Construction Work In progress		248,159.61	248,159.61
Capital Expenditures		-	-
Amortizations of domestic loans (LWUA)		74,914.00	74,914.00
Amortizations of domestic loans (NHA)		66,841.79	66,841.79
Amortizations of domestic loans (LBP)		128,521.89	128,521.89
Payment of Interest of Long Term Debts (LWUA)		163,511.00	163,511.00
Payment of Interest of Long Term Debts (NHA)		16,725.96	16,725.96
Payment of Interest of Long Term Debts (LBP)		23,324.08	23,324.08
Bank Charges		-	-
Fund withdrawal - PNB TO LBP		-	-
Fund withdrawal - PNB TO PNB Cutomer Deposit		-	-
Fund withdrawal - PNB TO PNB Bail Bonds Payable		-	-
Adjustments		500.00	500.00
Total Disbursements	P	5,619,531.40	5,619,531.40
NET RECEIPTS/(DISBURSEMENTS)		(751,284.92)	(751,284.92)
Add: CASH BALANCE, Beginning		6,440,370.96	6,440,370.96
Less: Fund Transfer (Reserve Fund)		-	-
Fund Transfer (Restricted Fund)		-	-
CASH BALANCE, END	P	5,689,086.04	5,689,086.04

Prepared by:

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Corporate Accounts Analyst

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GINALYN P. PIOSCA
Division Manager C

Noted by:

ALMA L. ABRASALDO
General Manager C



**BAYAWAN WATER DISTRICT
MONTHLY DATA SHEET
CCC - 221
For the Month Ending January 31, 2019**

1 SERVICE CONNECTION DATA:

1.1 TOTAL SERVICES	<u>7,507</u>	1.6 CHANGES: <i>New</i>	<u>293</u>
1.2 TOTAL ACTIVE	<u>6,582</u>	<i>Reconnected</i>	<u>45</u>
1.3 TOTAL METERED	<u>6,582</u>	<i>Disconnected</i>	<u>69</u>
1.4 TOTAL BILLED	<u>6,582</u>	1.7 CUSTOMER IN ARREARS:	
1.5 POPULATION SERVED	<u>32,980</u>	Nos.	<u>1,240</u>

2 PRESENT WATER RATES: Effective May, 2016

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

	No. of Connections	Minimum Charge	<u>11-20</u>	<u>21-30</u>	<u>31-40</u>	<u>40+</u>
DOMESTIC/GOVERNMENT	<u>6,141</u>	<u>230.00</u>	<u>28.20</u>	<u>33.90</u>	<u>39.60</u>	<u>45.60</u>
COMMERCIAL/INDUSTRIAL	<u>439</u>	<u>460.00</u>	<u>56.40</u>	<u>67.80</u>	<u>79.60</u>	<u>91.60</u>
COMMUNAL	<u>2</u>	<u>230.00</u>	<u>23.00</u>	<u>23.00</u>	<u>23.00</u>	<u>23.00</u>
BULK/WHOLESALE	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
TOTAL	<u>6,582</u>					

3 BILLING AND COLLECTION DATA:

3.1 BILLINGS (WATER SALES)		<u>THIS MONTH</u>		<u>YEAR - TO - DATE</u>
a. CURRENT (METERED)	P	<u>3,417,137.93</u>	P	<u>3,417,137.93</u>
b. CURRENT (FLAT RATE)		<u>-</u>		<u>-</u>
c. PENALTY CHARGES		<u>92,501.14</u>		<u>92,501.14</u>
TOTALS	P	<u>3,509,639.07</u>	P	<u>3,509,639.07</u>

3.2 COLLECTIONS (WATER SALES)				
a. CURRENT ACCOUNTS	P	<u>2,466,859.26</u>	P	<u>2,466,859.26</u>
b. ARREARS (CURRENT YEAR)		<u>495,180.46</u>		<u>495,180.46</u>
c. ARREARS (PREVIOUSYEAR)		<u>876,236.48</u>		<u>876,236.48</u>
d. COLLECTION - OTHERS		<u>-</u>		<u>-</u>
TOTALS	P	<u>3,838,276.20</u>	P	<u>3,838,276.20</u>

3.3 A/R BEGINNING OF THE YEAR P 1,662,604.69

3.4 ON-TIME PAID, THIS MONTH = $\frac{(3.2.a)}{(3.1.a) + (3.1.b)} \times 100 = \frac{3,417,137.93}{3,509,639.07} \times 100 = 72\%$

COL. EFFICIENCY, YTD = $\frac{(3.2.a) + (3.2.b)}{3.1 \text{ TOTALS}} \times 100 = \frac{2,466,859.26 + 495,180.46}{3,838,276.20} \times 100 = 84\%$

COLLECTION RATIO, YTD = $\frac{3.2 \text{ TOTALS}}{3.3 + 3.1 \text{ TOTALS} + \text{A/R others}} \times 100 = \frac{3,838,276.20}{1,662,604.69 + 3,509,639.07} \times 100 = 74\%$

4 FINANCIAL DATA:

4.1 REVENUE:

	<u>THIS MONTH (TM)</u>	<u>YEAR - TO - DATE</u>
a. OPERATING	P 3,391,406.93	P 3,391,406.93
b. NON-OPERATING	450,684.61	450,684.61
c. INTEREST REVENUE	-	-
d. OTHER INCOME	-	-
e. GRANTS & DONATIONS	559,332.86	559,332.86
TOTALS	P 4,401,424.40	P 4,401,424.40

4.2 EXPENSES:

	<u>THIS MONTH (TM)</u>	<u>YEAR - TO - DATE</u>
a. SALARIES AND WAGES	P 491,178.97	P 491,178.97
b. PUMPING COST (Fuel, Oil, Electric)	154,770.78	154,770.78
c. CHEMICALS (Treatment)	144,948.17	144,948.17
d. OTHER O&M EXPENSE	1,937,999.42	1,937,999.42
e. DEPRECIATION EXPENSE	336,431.10	336,431.10
f. BAD DEBT EXPENSE	-	-
g. INTEREST EXPENSE	203,561.04	203,561.04
TOTALS	P 3,268,889.48	P 3,268,889.48

4.3 NET INCOME (LOSS):

P 1,132,534.92	P 1,132,534.92
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4.4 CASH FLOW REPORT

a. RECEIPTS	P 4,868,246.48	P 4,668,246.48
b. DISBURSEMENT	5,619,531.40	5,419,531.40
c. NET RECEIPT (Disbursement)	(751,284.92)	(751,284.92)
d. CASH BAL. BEGINNING	6,440,370.96	6,440,370.96
e. CASH BAL. END	5,689,086.04	5,689,086.04
Less: transfer to Reserve Fund	-	-
transfer to Restricted Fund	-	-
P 5,689,086.04	P 5,689,086.04	

4.5 MISCELLANEOUS FINANCIAL DATA:

a. LOAN FUNDS (TOTAL)	-	c. Inventories	7,896,531.38
1. Cash on Hand	-	d. A/R -Customers	1,307,405.56
2. Cash in Bank	-	e. Customers Dep.	203,816.17
b. WD FUNDS (TOTAL)	7,451,515.91	f. Loan Payable-LGU	-
1. Cash on Hand	21,159.50	g. Loan Payable-LBP	1,542,262.64
2. Cash in Bank	5,648,926.54	h. Loan Payable-NHA	1,115,064.12
3. Investment	33,363.22	i. Payable to Suppliers & other Creditor	3,279,741.41
4. Working Fund	15,000.00	j. Total Debt Service LWUA	23,928,956.09
5. Reserve	1,690,474.44		
6. Restricted Fund	42,592.21		

5 WATER PRODUCTION DATA:

5.1 SOURCE OF SUPPLY

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

5.2 WATER PRODUCTION

	<u>THIS MONTH</u>	<u>Y-T-D</u>	<u>METHOD OF MEASUREMENT</u>
a. PUMPED	<u>26,212.00</u>	<u>26,212.00</u>	<u>actual reading of flow meter</u>
b. GRAVITY & TREATMENT PLANT	<u>#####</u>	<u>100,416.00</u>	<u>actual reading of flow meter</u>
c. TOTALS	<u>#####</u>	<u>126,628.00</u>	

5.3 WATER PRODUCTION COST:

	<u>THIS MONTH (TM)</u>		<u>YEAR TO DATE</u>	
a. Total Power Consumption for Pumping		<u>12,307</u>		<u>12,307.00</u> kwh
b. Total Power Cost for Pumping	P	<u>154,770.78</u>	P	<u>154,770.78</u>
c. Other energy cost for pumping		<u>-</u>		<u>-</u>
d. Total pumping hours (motor drive)		<u>2,850</u>		<u>2,850</u> hrs.
e. Total pumping hours (engine drive)		<u>-</u>		<u>-</u> hrs.
f. Total gas chlorine consumed		<u>2</u>		<u>2</u> kg.
g. Total powder chlorine consumed		<u>360</u>		<u>360</u> kg.
h. Total chlorine cost	P	<u>78,500.00</u>	P	<u>78,500.00</u>
i. Total cost of other chemicals	P	<u>66,448.17</u>	P	<u>66,448.17</u>

5.4 ACCOUNTED WATER USED:

a. Metered billed	<u>104,104</u>	<u>m3</u>	<u>104,134</u>	<u>m3</u>
b. Unmetered billed	<u>-</u>	<u>m3</u>	<u>0</u>	<u>m3</u>
c. Total billed (5.4.a + 5.4.b.)	<u>104,104</u>	<u>m3</u>	<u>104,134</u>	<u>m3</u>
d. Metered Unbilled		<u>m3</u>	<u>0</u>	<u>m3</u>
e. Unmetered unbilled	<u>4,951.90</u>	<u>m3</u>	<u>4,951.90</u>	<u>m3</u>
f. Total Accounted (5.4.c + 5.4.d + 5.4.e)	<u>109,055.90</u>	<u>m3</u>	<u>109,085.90</u>	<u>m3</u>

5.5 WATER USE ASSESSMENT:

a. Ave. monthly consumption/connection		<u>15.82</u>	<u>m3</u>
b. Ave. per Capita/day consumption		<u>0.10</u>	<u>m3</u>
c. Accounted water $\frac{5.4.f}{5.2.c} \times 100$	=	<u>86.12</u>	<u>%</u>
d. Revenue producing water $\frac{5.4.c}{5.2.c} \times 100$	=	<u>82.21</u>	<u>%</u>

6 MISCELLANEOUS DATA:

6.1 EMPLOYEES

a. Total	<u>31</u>	Regular	<u>23</u>	CASUAL	<u>8</u>
b. No. of Connection / Employees	<u>212</u>				
c. Average monthly salary / employees	P <u>15,844.48</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>97</u>
b. No. of samples meeting standards	<u>97</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>4</u>	<u>4</u>
b. Policies passed	<u>0</u>	<u>0</u>
c. Director's fee paid	P <u>30,157.50</u>	P <u>30,157.50</u>
d. Meetings	<u>2</u>	<u>2</u>
1. Held (No.)	<u>2</u>	<u>2</u>
2. Regular (No.)	<u>1</u>	<u>1</u>
3. Special (No.)	<u>1</u>	<u>1</u>
4. Emergency (executive)	<u>0</u>	<u>0</u>

7 STATUS OF VARIOUS DEVELOPMENTS:

7.1 Status of Loans as of	<u> </u>	Loan / Fund	Availment to Date
		Committed <u> </u>	Amount Percentile
a. New Service Connection	<u> </u>	<u> </u>	<u> </u>
b. BPW FUNDS	<u> </u>	<u> </u>	<u> </u>
TOTALS	P <u> </u>	<u> </u>	<u> </u>

7.2 STATUS OF LOAN PAYMENT TO LWUA:

	<u>PROJECTED</u>	<u>COLLECTION</u>	
Types of Loans / Funds	Collection / mo.	This Month	Y - T - D
a. Early Action	<u> </u>	<u> </u>	<u> </u>
b. Interim Improvement	<u> </u>	<u> </u>	<u> </u>
c. Comprehensive	<u> </u>	<u> </u>	<u> </u>
d. New Service Connection	<u> </u>	<u> </u>	<u> </u>
e. Loan Payment	<u>238,425.00</u>	<u>238,425.00</u>	<u>238,425.00</u>
TOTALS	<u>238,425.00</u>	<u>238,425.00</u>	<u>238,425.00</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)

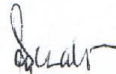
8.1 DEVELOPMENT PROGRESS INDICATOR:

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:

4/22/19

DATE MANAGEMENT ADVISOR DATE

NOTED BY:

AREA MANAGER

RECORDED BY:

DATE FINANCE MANAGER DATE