



May 08, 2017

MEMORANDUM CIRCULAR NO. 007-17


TO : ALL WATER DISTRICTS

**SUBJECT : REPORTORIAL REQUIREMENTS FROM WATER DISTRICTS RE:
COMPLIANCE TO DOF GUIDELINES ON AUTHORIZED
GOVERNMENT DEPOSITORY BANKS (AGDB)**

Pursuant to the Department of Finance (DOF) Department Circular No. 001.2015, as amended, on the Revised Guidelines on Authorized Government Depository Banks (AGDB), all Water Districts as Government-Owned or Controlled Corporations are hereby directed to submit their reports as specified in the attached format (Annex A) to LWUA, on or before June 15, 2017.

Water Districts who have not yet complied with the DOF circular are further informed that they have only up to June 30, 2017 to effect the transfer of all funds to the proper AGDBs.

For strict compliance.


JECI A. LAPUS
Acting Administrator

Annex A

Name of Water District: _____

Cash in Bank Details for the Period Ended December 2016: _____

		Other Banks	
		Name of Bank	Amount in Php
Name of Authorized Government Depository Bank (AGDB)	Amount in Php		
Total			

Total Cash in Bank Php _____

Cash on Hand Php _____

Total Cash and Cash Equivalents
 Short-Term Investment (if any, please provide breakdown) Php _____

Total Php _____

Quarterly Operating Expenses* for the Year 2016:

1st Quarter Php _____

2nd Quarter Php _____

3rd Quarter Php _____

4th Quarter Php _____

Total Php _____

*Excluding foreign exchange, gains and losses on disposal of assets, interest, and non-cash expenses such as depreciation and allowance for bad debts.

Certified Correct by: _____