

VISAYAS STATE UNIVERSITY
Visca, Baybay City, Leyte
SUMMARY OF SALES, COLLECTIONS AND REMITTANCES

PROJECT : Library Trust Fund (Fund 164)

Month: DECEMBER 1-31, 2021

I. SALES DURING THE MONTH

1. Cash Sales P 10,800.00
2. Credit Sales
3. Total Sales

II. ACCOUNTS RECEIVABLE:

1. Balance : Beginning of month P
2. Add: Credit Sales this month P
3. Total receivable this month (1+2) P
4. Less: Collections during the month:
 a. Cash P
 b. IV's and OR's P
5. Balance, end of month (3-4).....

III. COLLECTIONS AND REMITTANCES DURING THE MONTH

1. Cash on hand, beginning of month
2. Add: Cash Sales (1.1) P 10,800.00
3. Collections of account receivable (II.4)
4. Total cash during the month (1+2) P 10,800.00
5. Less: Remittances to the cashier :

DATES	O.R. NO.	AMOUNT
12/9/2021	LBP DEPOSIT SLIP	1,260.00
	LBP DEPOSIT SLIP	
	LBP DEPOSIT SLIP	
	LBP DEPOSIT SLIP	
	LBP DEPOSIT SLIP	
	TOTAL CASH	1,260.00
	INBANK DEPOSIT	9,540.00
	TOTAL CASH and INBANK DEPOSIT	10,800.00

IV. Cash on hand, end of month (3-4)

Prepared by:

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