

VISAYAS STATE UNIVERSITY
Baybay City, Leyte

SUMMARY OF SALES, COLLECTION, AND REMITTANCES

Project: Department of Soil Science

Month: January-June, 2022

I. SALES DURING THE MONTH

1. Cash sales	53,250.00
2. Credit sales	-----
3. Total sales	53,250.00

II. ACCOUNT RECEIVABLES

1. Balance beginning of the month	20,017.50
2. Add Credit sales this month	-----
3. Total receivables this month	73,057.50
4. Less: Collection during the month	
a. JV's and OR's	-----
5. Balance, end of month (3-4)	73,057.50

III. COLLECTION AND REMITTANCES DURING THE MONTH

1. Cash on hand, beginning of the month	-----
2. Add: Cash sales (1:1)	53,250.00
Collections during the month	
3. Total cash during the month (1 + 2)	53,250.00
4. Less: Remittance to the cashier	
<u>Dates</u> <u>O.R. No.</u> Amount	53,250.00
5. <u>Please see attached sheet</u>	
6. Cash on hand, end of month (3-4)	-----

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