

**VISAYAS STATE UNIVERSITY**  
**Visca, Baybay City, Leyte**  
**SUMMARY OF SALES, COLLECTIONS AND REMITTANCES**  
**SPECIAL TRUST FUND**

**PROJECT: Coconut Food (STF 6.5)**

**Month: August 2021**

**I. SALES DURING THE MONTH**

1. Cash Sales	6,790.00
2. Credit Sales	1,000.00
3. Total Sales	<b>7,790.00</b>

**II. ACCOUNT RECEIVABLES**

1. Balance, beginning of month	76,474.95
2. Add: Credit sales this month	1,000.00
Adjusted amt for billing# 2021-05-063	250.00
3. Total receivables this month (1 + 2)	<b>77,224.95</b>
4. Less: Collections during this month	<b>15,275.00</b>
a. Cash/check	0.00
b. JV's and OR's	15,275.00
5. Balance end of month	<b>61,949.95</b>

**III. COLLECTIONS AND REMITTANCES DURING THE MONTH**

1. Cash on hand, beginning of month	<b>0.00</b>
2. Add: Cash sales (I.1)	6,790.00
Collection of accounts receivable (II.4)	15,275.00
Other payment: Freight and Handling	0.00
3. Total cash during the month (1 + 2)	<b>22,065.00</b>
4. Less: Remittances to the cashier	<b>22,065.00</b>

Date	OR No.	Amount
August 3, 2021	601714	1,780.00
August 3, 2022	601714	1,110.00
August 10, 2021	0602098	150.00
August 10, 2021	0602099	1,200.00
August 10, 2021	0602100	900.00
August 10, 2021	0602101	360.00
August 10, 2021	0602117	10,875.00
August 20, 2021	0602812	3,360.00
August 20, 2021	0602813	820.00
August 27, 2021	0602932	1,510.00
	<b>TOTAL</b>	<b>22,065.00</b>

**IV. 5. Cash on Hand, end of the month (3-4)**

Prepared by :

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 Clerk/ In charge

Certified Correct:

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Verified Correct:

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