

VISAYAS STATE UNIVERSITY**Visca, Baybay City, Leyte****SUMMARY OF SALES, COLLECTIONS AND REMITTANCES
SPECIAL TRUST FUND****PROJECT: Coconut Food (STF 6.5)****Month: October 2021****I. SALES DURING THE MONTH**

1. Cash Sales	4,535.00
2. Credit Sales	450.00
3. Total Sales	4,985.00

II. ACCOUNT RECEIVABLES

1. Balance, beginning of month	63,424.95
2. Add: Credit sales this month	450.00
3. Total receivables this month (1 + 2)	63,874.95
4. Less: Collections during this month	0.00
a. Cash/check	0.00
b. JV's and OR's	0.00
5. Balance end of month	63,874.95

III. COLLECTIONS AND REMITTANCES DURING THE MONTH

1. Cash on hand, beginning of month	0.00
2. Add: Cash sales (I.1)	4,535.00
Collection of accounts receivable (II.4)	0.00
Other payment: Freight and Handling	0.00
3. Total cash during the month (1 + 2)	4,535.00
4. Less: Remittances to the cashier	4,535.00

Date	OR No.	Amount
October 13, 2021	0603785	2,000.00
October 21, 2021	0604008	735.00
October 21, 2021	0604009	250.00
October 21, 2021	0604010	1,550.00
	TOTAL	4,535.00

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

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