

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

PROJECT: Coconut Food (STF 6.5)

Month: November, 2021

I. SALES DURING THE MONTH

1. Cash Sales	11,840.00
2. Credit Sales	1,520.00
3. Total Sales	13,360.00

II. ACCOUNT RECEIVABLES

1. Balance, beginning of month	63,874.95
2. Add: Credit sales this month	1,520.00
3. Total receivables this month (1 + 2)	65,394.95
4. Less: Collections during this month	240.00
a. Cash/check	0.00
b. JV's and OR's	240.00
5. Balance end of month	65,154.95

III. COLLECTIONS AND REMITTANCES DURING THE MONTH

1. Cash on hand, beginning of month	0.00
2. Add: Cash sales (I.1)	11,840.00
Collection of accounts receivable (II.4)	240.00
Other payment: Freight and Handling	0.00
3. Total cash during the month (1 + 2)	12,080.00
4. Less: Remittances to the cashier	12,080.00

Date	OR No.	Amount
November 2, 2021	604300	960.00
November 2, 2021	604309	600.00
November 2, 2021	0604310	240.00
November 2, 2021	0604311	8,000.00
November 2, 2021	0604312	180.00
November 19, 2021	0604986	1,100.00
November 26, 2021	0605260	1,000.00
	TOTAL	12,080.00

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

Prepared by :

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