

VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

**SUMMARY OF SALES, COLLECTIONS AND REMITTANCES
SPECIAL TRUST FUND****PROJECT: Coconut Food (STF 6.5)****Month: September 2021****I. SALES DURING THE MONTH**

1. Cash Sales	10,965.00
2. Credit Sales	1,475.00
3. Total Sales	12,440.00

II. ACCOUNT RECEIVABLES

1. Balance, beginning of month	61,949.95
2. Add: Credit sales this month	1,475.00
3. Total receivables this month (1 + 2)	63,424.95
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	63,424.95

III. COLLECTIONS AND REMITTANCES DURING THE MONTH

1. Cash on hand, beginning of month	0.00
2. Add: Cash sales (I.1)	10,965.00
Collection of accounts receivable (II.4)	0.00
Other payment: Freight and Handling	0.00
3. Total cash during the month (1 + 2)	10,965.00
4. Less: Remittances to the cashier	10,965.00

Date	OR No.	Amount
September 8, 2021	0603079	2,455.00
September 15, 2021	0603200	1,010.00
September 15, 2021	0603201	4,000.00
September 24, 2021	0603321	3,500.00
	TOTAL	10,965.00

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

Prepared by :

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