

**VISAYAS STATE UNIVERSITY**  
**Visca, Baybay City, Leyte**

**SUMMARY OF SALES, COLLECTIONS AND REMITTANCES**  
**SPECIAL TRUST FUND-788 NCRC-V**

**PROJECT: Makapuno Project**

**MONTH: November 2022**

**I. SALES DURING THE MONTH**

1. Cash Sales	10,120.00
2. Credit Sales	0.00
3. Total Sales	10,120.00

**II. ACCOUNT RECEIVABLES**

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


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

1. Cash on hand, beginning of month	0.00
2. Add: Cash sales (1.1)	10,120.00
3. Collection of accounts receivable (1.4)	0.00
4. Unreported income for the month of _____	0.00
5. Total cash during the month (1 + 2)	10,120.00
6. Less: Remittances to the cashier	

Date	OR No.	Amount
Total		-

**IV. CASH ON HAND, END OF THE MONTH** **10,120.00**

PREPARED BY:

  
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 In-Charge

CERTIFIED CORRECT:

**JOVANNEMAR P. ANIRE**  
 Project Manager

ATTESTED BY:

**ARGINA M. POMIDA**  
 Director, IGP

VERIFIED CORRECT:

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 Internal Audit

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