



HOTEL:  
FRS NUMBER:  
MONTH OF:

| DESCRIPTION               | Balance at 0      | %                               | Reserve Balance | % on credit                     |
|---------------------------|-------------------|---------------------------------|-----------------|---------------------------------|
| <b>ACCOUNT RECEIVABLE</b> |                   |                                 |                 |                                 |
| Legal                     | 10.403,47         | 1,5%                            | 10.403,47       | 100,0%                          |
| over 150 days             | 8.439,81          | 1,2%                            | 8.711,55        | 103,2%                          |
| 150>days>120              | 1.491,31          | 0,2%                            | 1.491,31        | 100,0%                          |
| 120>days>90               | 9.890,64          | 1,4%                            | 9.909,39        | 100,2%                          |
| 90>days>60                | 7.726,89          | 1,1%                            | 3.976,51        | 51,5%                           |
| 60>days>30                | 288.332,02        | 40,6%                           | 0,00            |                                 |
| Current                   | 383.610,87        | 54,0%                           | 0,00            |                                 |
| credits to be refunded    | 0,00              | 0,0%                            | 0,00            |                                 |
| <b>Total</b>              | <b>709.895,01</b> | <b>100,0%</b>                   | <b>34492,23</b> | <b>4,9%</b>                     |
| Reserve on the books      |                   | Deb                             | 47878,81        | Cr.                             |
| Reserve Requirement       |                   |                                 | 34492,23        |                                 |
| Excess/(Deficiency)       |                   | <u>2191000200</u><br>6511000000 | 13386,58        | <u>6511000000</u><br>2191000200 |

Controller/DOF

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General Manager

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Regional DOF

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HOTEL:  
FRS NUMBER:  
MONTH OF:

| Name of Debtor    | Type | Date | Account Balance  | % Estimate of Collect. | % Reserve Requir. | € Reserve Requir. | Rational and / or Justification (BE SURE TO SUPPORT) | Responsibility Actions |
|-------------------|------|------|------------------|------------------------|-------------------|-------------------|--|------------------------|
| <b>CL - LEGAL</b> |      |      |                  |                        |                   |                   |  |                        |
| A                 |      |      | 5.031,08         | 0,0%                   | 100,0%            | 5.031,08          | Process sent to legal                                |                        |
| B                 |      |      | 1.602,91         | 0,0%                   | 100,0%            | 1.602,91          | Process sent to legal                                |                        |
| C                 |      |      | 839,48           | 0,0%                   | 100,0%            | 839,48            | Process sent to legal                                |                        |
| D                 |      |      | 972,00           | 0,0%                   | 100,0%            | 972,00            | Process sent to legal                                |                        |
| E                 |      |      | 692,58           | 0,0%                   | 100,0%            | 692,58            | Process sent to legal                                |                        |
| F                 |      |      | 1.265,42         | 0,0%                   | 100,0%            | 1.265,42          | Process sent to legal                                |                        |
| <b>TOTAL</b>      |      |      | <b>10.403,47</b> |                        |                   | <b>10.403,47</b>  |  |                        |

Controller/DOF

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| Name of Debtor | Type | Date | Account Balance | % Estimate of Collect. | % Reserve Requir. | € Reserve Requir. | Rational and / or Justification |
|----------------|------|------|-----------------|------------------------|-------------------|-------------------|---------------------------------|
| Over 150 days  |      |      |                 |                        |                   |                   |                                 |
| G              |      |      | 1.814,15        | 0,0%                   | 100,0%            | 1.814,15          |                                 |
| H              |      |      | -266,12         | 100,0%                 | 0,0%              | 0,00              |                                 |
| I              |      |      | 342,00          | 0,0%                   | 100,0%            | 342,00            |                                 |
| J              |      |      | 450,00          | 0,0%                   | 100,0%            | 450,00            |                                 |
| K              |      |      | 1.278,75        | 0,0%                   | 100,0%            | 1.278,75          |                                 |
| L              |      |      | 63,75           | 0,0%                   | 100,0%            | 63,75             |                                 |
| M              |      |      | 717,07          | 0,0%                   | 100,0%            | 717,07            |                                 |
| N              |      |      | 920,56          | 0,0%                   | 100,0%            | 920,56            |                                 |
| O              |      |      | 88,89           | 0,0%                   | 100,0%            | 88,89             |                                 |
| P              |      |      | 2.803,13        | 0,0%                   | 100,0%            | 2.803,13          |                                 |
| Q              |      |      | 233,25          | 0,0%                   | 100,0%            | 233,25            |                                 |
| R              |      |      | -5,62           | 100,0%                 | 0,0%              | 0,00              |                                 |
| TOTAL          |      |      | <b>8.439,81</b> |                        | 103,2%            | <b>8.711,55</b>   |                                 |

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Regional DOF

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HOTEL:  
FRS NUMBER:  
MONTH OF:

| Name of Debtor | Type | Date | Account Balance | % Estimate of Collect. | % Reserve Requir. | € Reserve       | Rational and / or Justification |
|----------------|------|------|-----------------|------------------------|-------------------|-----------------|---------------------------------|
|                |      |      |                 |                        |                   | Requir.         |                                 |
| A/R 120/150    |      |      |                 |                        |                   |                 |                                 |
| S              |      |      | 478,88          | 0,0%                   | 100,0%            | 478,88          |                                 |
| T              |      |      | 187,50          | 0,0%                   | 100,0%            | 187,50          |                                 |
| U              |      |      | 522,38          | 0,0%                   | 100,0%            | 522,38          |                                 |
| V              |      |      | 302,55          | 0,0%                   | 100,0%            | 302,55          |                                 |
| TOTAL          |      |      | <b>1.491,31</b> |                        | 100,0%            | <b>1.491,31</b> |                                 |

Controller/DOF

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**HOTEL:**  
**FRS NUMBER:**  
**MONTH OF:**

| Name of Debtor    | Type | Date | Account Balance | % Estimate of Collect. | % Reserve Requir. | € Reserve Requir. | Rational and / or Justification |
|-------------------|------|------|-----------------|------------------------|-------------------|-------------------|---------------------------------|
| <b>A/R 90/120</b> |      |      |                 |                        |                   |                   |                                 |
| W                 |      |      | 588,00          | 0,0%                   | 100,0%            | 588,00            |                                 |
| X                 |      |      | 506,25          | 0,0%                   | 100,0%            | 506,25            |                                 |
| Y                 |      |      | 244,88          | 0,0%                   | 100,0%            | 244,88            |                                 |
| Z                 |      |      | 423,38          | 0,0%                   | 100,0%            | 423,38            |                                 |
| AA                |      |      | 972,75          | 0,0%                   | 100,0%            | 972,75            |                                 |
| AB                |      |      | 4.060,88        | 0,0%                   | 100,0%            | 4.060,88          |                                 |
| AC                |      |      | 94,50           | 0,0%                   | 100,0%            | 94,50             |                                 |
| AD                |      |      | 534,00          | 0,0%                   | 100,0%            | 534,00            |                                 |
| AE                |      |      | -18,75          | 100,0%                 | 0,0%              | 0,00              |                                 |
| AF                |      |      | 590,25          | 0,0%                   | 100,0%            | 590,25            |                                 |
| AG                |      |      | 147,00          | 0,0%                   | 100,0%            | 147,00            |                                 |
| AH                |      |      | 1.638,00        | 0,0%                   | 100,0%            | 1.638,00          |                                 |
| AI                |      |      | 109,50          | 0,0%                   | 100,0%            | 109,50            |                                 |
| <b>TOTAL</b>      |      |      | <b>9.890,64</b> |                        | <b>100,2%</b>     | <b>9.909,39</b>   |                                 |
|                   |      |      |                 |                        |                   |                   |                                 |

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**General Manager**

**Regional DOF**

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| Name of Debtor | Type | Date | Account Balance | % Estimate of Collect. | % Reserve Requir. | € Reserve Requir. | Rational and / or Justification | Responsibility Actions |
|----------------|------|------|-----------------|------------------------|-------------------|-------------------|---------------------------------|------------------------|
| A/R 60/90      |      |      |                 |                        |                   |                   |                                 |                        |
| AJ             |      |      | -76,07          | 100,0%                 | 0,0%              | 0,00              |                                 |                        |
| AK             |      |      | 538,13          | 50,0%                  | 50,0%             | 269,07            |                                 |                        |
| AL             |      |      | -141,00         | 100,0%                 | 0,0%              | 0,00              |                                 |                        |
| AM             |      |      | 1.372,43        | 50,0%                  | 50,0%             | 686,22            |                                 |                        |
| A.N            |      |      | 109,50          | 50,0%                  | 50,0%             | 54,75             |                                 |                        |
| AO             |      |      | -9,00           | 100,0%                 | 0,0%              | 0,00              |                                 |                        |
| AP             |      |      | 648,00          | 50,0%                  | 50,0%             | 324,00            |                                 |                        |
| AQ             |      |      | 303,90          | 50,0%                  | 50,0%             | 151,95            |                                 |                        |
| AR             |      |      | 252,38          | 50,0%                  | 50,0%             | 126,19            |                                 |                        |
| AS             |      |      | 60,27           | 50,0%                  | 50,0%             | 30,14             |                                 |                        |
| AT             |      |      | 1.025,78        | 50,0%                  | 50,0%             | 512,89            |                                 |                        |
| AU             |      |      | 1.289,25        | 50,0%                  | 50,0%             | 644,63            |                                 |                        |
| AV             |      |      | 602,63          | 50,0%                  | 50,0%             | 301,32            |                                 |                        |
| AW             |      |      | 75,94           | 50,0%                  | 50,0%             | 37,97             |                                 |                        |
| AX             |      |      | 121,50          | 50,0%                  | 50,0%             | 60,75             |                                 |                        |
| AY             |      |      | 1.553,25        | 50,0%                  | 50,0%             | 776,63            |                                 |                        |
|                |      |      |                 |                        |                   | 0,00              |                                 |                        |
| TOTAL          |      |      | 7.726,89        |                        | 51,5%             | 3.976,51          |                                 |                        |

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| Name of Debtor | Type | Date | Account Balance | % Estimate of Collect. | % Reserve Requir. | € Reserve Requir. | Rational and / or Justification | Responsibility Actions |
|----------------|------|------|-----------------|------------------------|-------------------|-------------------|---------------------------------|------------------------|
| refunds        |      |      |                 |                        |                   |                   |                                 |                        |
| TOTAL          |      |      | 0,00            |                        |                   | 0,00              |                                 |                        |

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