

**Lewis Ginter Botanical Garden
Accounting Form**

EIN: 54-1273467

Vendor Company or
Organization: _____

Name of Agent: _____

Area Number: _____

Daily Sales		Record Sales NOT including Sales Tax In this column	formula to calculate 5.3% Sales Tax = <i>Sales x .053</i>	OR Record Sales including Sales Tax in this column
Thursday, September 14, 2017	A	\$ _____	\$ _____	\$ _____
Friday, September 15, 2017	B	\$ _____	\$ _____	\$ _____
Saturday, September 16, 2017	C	\$ _____	\$ _____	\$ _____
				\$ _____ Sales with Sales Tax Sub-Total
				divided by 1.053 =
Sales Total without sales tax:	D	\$ _____	\$ _____	\$ _____

Should Match

Commission to LGBG (15% of Sales
without Sales Tax):

Sales x 0.15

E	\$ _____	Multiply Sales Total "D" by 0.15
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**Additional Fee Payments to
LGBG:**

F	\$ _____	for: _____ (Table Rental, Upaid Area Rental, etc.)
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Total Payable to "LGBG":

G	\$ _____	G = Sum of "E" + "F"
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For LGBG Accounting Use:

Paid:

Date: _____

Amount: _____

Cash: _____

Y / N

Check #: _____

Processed by: _____

Thanks for Participating in the Volunteer Plant Sale!

All Proceeds go to Support Lewis Ginter Botanical Garden,
a non-profit organization serving Richmond since 1984.

*Please Visit "Butterflies Live!" through October 15th
Dominion GardenFest of Lights opens November 24th*

For Comments or Suggestions,
Please contact Karen Clowers, Manager of Volunteers,
at 804.262.9887, ext. 335 or plantfest@lewisginter.org