

**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 <u>including Sales Tax</u> in this column
Thursday, May 03, 2018	A	\$ _____	\$ _____	\$ _____
Friday, May 04, 2018	B	\$ _____	\$ _____	\$ _____
Saturday, May 05, 2018	C	\$ _____	\$ _____	\$ _____
				\$ _____ <i>Sales with Sales Tax Sub-Total</i>
				divided by 1.053 =
Sales Total without sales tax:	D	\$ _____	\$ _____	\$ _____

Should Match

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

E	\$ _____	<i>Sales x 0.15</i> <i>Multiply Sales Total "D" by 0.15</i>
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**Additional Fee Payments to
LGBG:**

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

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

Paid:

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 14th
Origami in the Garden, through September 30th*

Date: _____

Amount: _____

Cash: Y / N

Check #: _____

Processed by: _____