

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, May 04, 2017	A \$ _____	\$ _____	\$ _____
Friday, May 05, 2017	B \$ _____	\$ _____	\$ _____
Saturday, May 06, 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

Additional Fee Payments to LGBG:

F \$ _____ for: _____
(Table Rental, Upaid Area Rental, etc.)

Total Payable to "LGBG":

G \$ _____ G = Sum of "E" + "F"

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