

**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 =  $Sales \times .053$	OR Record Sales <u>including Sales Tax</u> in this column
Friday, September 13, 2019	A	\$ _____	\$ _____	\$ _____
Saturday, September 14, 2019	B	\$ _____	\$ _____	\$ _____
				\$ _____
				<u>Sales with Sales Tax Sub-Total</u>
				divided by 1.053 =
<b>Sales Total without sales tax:</b>	C	\$ _____	\$ _____	\$ _____

*Should Match*

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

*Sales x 0.15*

D \$ \_\_\_\_\_ *Multiply Sales Total "C" by 0.15*

**Additional Fee Payments to  
LGBG:**

E \$ \_\_\_\_\_ **for:** \_\_\_\_\_

*(Table Rental, Upaid Area Rental, etc.)*

**Total Payable to "LGBG":**

F \$ \_\_\_\_\_ *F = Sum of "D" + "E"*

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 14th*