

**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, April 30, 2020	A	\$ _____	\$ _____	\$ _____
Friday, May 1, 2020	B	\$ _____	\$ _____	\$ _____
Saturday, May 2, 2020	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>

**Additional Fee Payments to
LGBG:**

	F	\$		for: _____
				<i>(Table Rental, Upaid Area Rental, etc.)</i>

Total Payable to "LGBG":

	G	\$		
				<i>G = Sum of "E" + "F"</i>

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.