Lewis Ginter Botanical Garden
Accounting Form

EIN: 54-1273467

Vendor, Company or Organization: _____

Name: _____

Daily Sales		Record Sales NOT including Sales Tax In this column	*formula to calculate 6% Sales Tax =* *Sales x .060*	OR Record Sales <u>including Sales Tax</u> in this column
Thursday, September 15, 2022	A	$ _____	$ _____	$ _____
Friday, September 16, 2022	B	$ _____	$ _____	$ _____
Saturday, September 17, 2022	C	$ _____	$ _____	$ _____
				$ _____ *Sales with Sales Tax Sub-Total* **divided by 1.060 =**
Sales Total without sales tax:	*D*	$ _____	$ _____	$ _____

Should Match

Sales x 0.15

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