

SALES TAX REPORT (GUIDELINES)

1. SALES TAX REPORT FORM E (Inside City Limits) or E1 (Outside City Limits) Due 10th OF EACH MONTH

Enter each receipt from your receipt book consecutively, by dates, except void ones.

Remember other than FOOD sold items are taxable (few exceptions are dance tickets, catalog sales, when in doubt please call Finance department for assistance).

Guidelines to fill out form E (sales tax report)

- **Club or Organization:** account money was received from, example: 3000- Student Motivation, 4000- Faculty, 2920- Chess, etc. (if you don't have account number assigned please be sure to assign and use account numbers).

- **Items Sold:** specific item or source of money received, example: chocolates, change from check, ice cream, t-shirts, uniforms, dance tickets, etc.

- **Other receipt, fees and fines:** enter amount here when money received doesn't involve sales, example: change from a check, commission for sales, book fines.

(A) Total Sales: TOTAL AMOUNT received as ENTERED in the receipt sold items, examples: T-shirts, chocolates, catalog sales; then you'll carry over this amount to ONE of the following options:

(B) Non-taxable-sales: amount for non-taxable items: most common: food sales, dance tickets, catalog sales.

(C) One day Tax free Sale: Date is the one specified in the Fundraising form. Remember one day tax free means a 24 hour period of time, **one day sales** or it can be used for pre-paid orders over a period, distribution day will be considered as tax free day.

*Remember school and bona fide Clubs have only 2 tax free day sales per calendar year. (January-December 2013, 2014 etc).

(D) Taxable Sales (A-B-C): Amount shown here will be subject to tax.

You can see payable amount due on Sales Tax Report line F.

2. RECEIPT DETAIL LOG (Form Q1) –enter monthly basis receipts from your receipt book as you go, consecutive order (including void ones); not from QuickBooks reports. Send this form along with Sales tax report.