



Friends of the San Antonio Public Library

REPORT OF FUNDS DEPOSITED

NOTE: Deposit receipts [from the Compass Bank] MUST accompany this report.

BRANCH OR SUPPORT GROUP: _____ TODAY'S DATE: _____

PERSON SUBMITTING REPORT: _____ PHONE: _____

A. Ongoing "Book Nook" or "Book Cart" sales \$ _____ Deposited on: _____

B. Book Sale NOTE: Do not include income from memberships paid using the Square in this section.

Day 1 _____ Time _____ - _____ Sales of books/items = \$ _____ Deposited on: _____

Day 2 _____ Time _____ - _____ Sales of books/items = \$ _____ Deposited on: _____

- Receipts from both days of a two-day sale may be combined in a single deposit, but each (individual) day's sale revenue amount must be listed separately on the Day 1 & Day 2 lines above. Failure to do so will result in tax being withheld from the entire sale amount.
Branch groups that hold two 2-day sales per year (4 days total) will have sales tax withheld from the two sale days earning the least amount. Groups having two 1-day sales per year (2 days total) will owe no sales tax.
The FOSAPL Treasurer will file the sales tax form and make payment to the Texas State Comptroller.

C. Memberships received at book sale \$ _____ SEPARATE DEPOSIT made on: _____

For memberships paid via The Square:

- Make a Square charge for the membership. Withdraw the membership amount [\$15/\$25] from the cash box.
Place the cash in a container marked "Memberships".
Make sure that the Friend has completely filled out the membership envelope, but not sealed it yet.
Put a note in the envelope: "Paid \$ _____ at the _____ Branch Book Sale on ___/___/___" and sign the note.
Retain all envelopes taken during the sale, and mail them to the Friends' P.O.Box 461523, 78246.
Make a deposit of all membership funds received during the sale, and mark the deposit receipt "Memberships".

D. Donation(s) received at book sale \$ _____ SEPARATE DEPOSIT made on: _____

E. Fundraiser (describe on back of form) \$ _____ SEPARATE DEPOSIT made on: _____

F. Online Sales (describe on back of form) \$ _____ SEPARATE DEPOSIT made on: _____

G. Continuous sales (totes, T-shirts, etc.) \$ _____ SEPARATE DEPOSIT made on: _____

NOTE: sales tax is not paid when items are purchased but will be remitted to TX State Comptroller if or when items are sold.

Mail this form and deposit receipts to: FRIENDS OF THE SAN ANTONIO PUBLIC LIBRARY, P.O. BOX 461523, SAN ANTONIO, TX 78246-1523

Or mail to: Linda Cheatum, FOSAPL Treasurer 4135 Warm Winds San Antonio, TX 78253 (210) 888-3002/(214)280-7488

Or send form and scanned/copied attachments to: lcheatum@satx.rr.com