



Friends of the San Antonio Public Library

REPORT OF FUNDS DEPOSITED

NOTE: Deposit receipts [from SSFCU] MUST accompany this report.

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

PERSON SUBMITTING REPORT: _____ PHONE: _____

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

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

Day 1 _____ CASH Income = _____ Deposit Made Date _____ SQUARE Revenue* = _____

Day 2 _____ CASH Income = _____ Deposit Made Date _____ SQUARE Revenue* = _____

* amount charged to payees, before FOSAPL fees are debited

- 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.

C. Membership payments: Cash & checks amount deposited = _____ Deposit Made _____
SQUARE number of payments made = _____ on _____ Total* \$ _____
* amount charged to payees, before FOSAPL fees are debited

- Make sure that the Friend has completely filled out the membership envelope, and that it is legible.
Write on the bottom of envelope: "Paid \$ (amount) at the X Branch Book Sale on [date] by SQUARE or CASH/Check".
Retain all envelopes taken during the sale, and mail them to the Friends' P.O. Box 461523, San Antonio, TX 78246.
Make a deposit of all membership funds received in cash/check during the sale and mark the deposit receipt "Memberships".
If SQUARE is used for memberships, send an email to fosapltreas@gmail.com: "\$ X SQUARE payment(s) taken on (date) at (location) for MEMBERSHIPS."

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

E. Fundraiser (describe on back of form) \$ _____ SEPARATE DEPOSIT made on: _____
\$ _____ 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: Barbara Morrow, FOSAPL Treasurer 3534 Ironwood Fls San Antonio, TX 78261 (830) 708-2331

Or send form and scanned/copied attachments to: fosapltreas@gmail.com