



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: \_\_\_\_\_
Square Revenue \$ \_\_\_\_\_ Transferred on: \_\_\_\_\_

\* amount charged to payees, after FOSAPL fees are debited

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

Day 1 \_\_\_\_\_ Time: \_\_\_\_\_ CASH Income = \_\_\_\_\_ Deposit Date: \_\_\_\_\_
SQUARE Revenue\* = \_\_\_\_\_ Date Transferred: \_\_\_\_\_

Day 2 \_\_\_\_\_ Time: \_\_\_\_\_ CASH Income = \_\_\_\_\_ Deposit Date: \_\_\_\_\_
SQUARE Revenue\* = \_\_\_\_\_ Date Transferred: \_\_\_\_\_

\* amount charged to payees, after 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, after 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: \$ \_\_\_\_\_ SEPARATE DEPOSIT made on: \_\_\_\_\_

F. 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