**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.

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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

Form #ReportofFundsDeposited WORD Revised **12-31-23 BM**