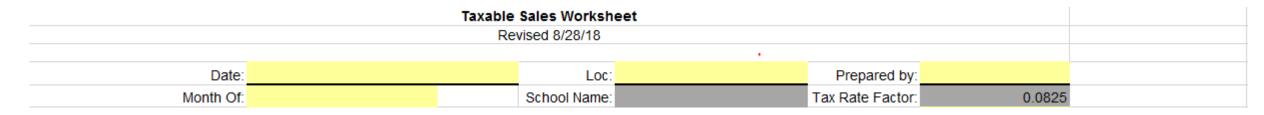
How To Track Taxable Sales

August 28, 2018

Taxable Sales Worksheet



Please complete the following fields before moving forward

Date
Month of (Sales Tax Reporting Month)
Location
Prepared by
School Name (Please select this from the drop down)
Tax Year (2018)

*Please save a copy of this file before you close out of the document. You can use this template on next month.

	Taxable Sales Worksheet									
	Revised 8/28/18									
Date:	8/28/2018		Loc:	001	Prepared	oy: Shametra Collins				
Month Of:	August		School Name:	HALTOM HIGH SCHOOL	Tax Rate Fac	or: 0.0825				
					Tax Ye	ar: 2018				

What Items Are Required For Sales Tax Calculation

Α	ACTIVITY DESCRIPTION	Select the Activity Account from the Dropdown
В	DEPOSIT TYPE	Select the Type from Dropdown
C	TOTAL SALES	Enter this Amount
D	ACCOUNT TYPE	Select the Type from Dropdown
E	PAYER	Enter this Information (Enter See Tabulation Sheet if you have multiple names)
F	DESCRIPTION	What was sold? Provide a description.
G	RECEIPT#	Enter a Receipt # or batch#. Please enter N/A is you do not have this info.
Н	TAXABLE	Select this from the Dropdown
1	Round to Whole \$\$	Enter the Taxable Amount Only in this field.
H I		

(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(1)
		TOTAL	ACCOUNT					
ACTIVITY DESCRIPTION	DEPOSIT TYPE	SALES	TYPE	PAYER	DESCRIPTION	RECEIPT#	TAXABLE	Round to Whole \$\$

EXAMPLE ONLY

		Tavable	Sales Worksh	eet .							
Revised 8/28/18											
Date	8/28/2018		Loc:	001	Prepared by:	Shametra Collins					
Month Of				HALTOM HIGH SCHOOL	Tax Rate Factor:	0.0825					
Month Of	August		School Name.	HALTOM HIGH SCHOOL	Tax Year:	2018					
					Tax Teal.	2010	,				Accounting Department To
ENTER IN	MUNIS				ENTER	R IN MUNIS					ENTER IN MUNIS (Obj.#2181)
		1									
		TOTAL	ACCOUNT						TAXABLE SALES		
ACTIVITY DESCRIPTION	DEPOSIT TYPE	SALES	TYPE	PAYER	DESCRIPTION	RECEIPT #	TAXABLE	Round to Whole \$\$	REVENUE	TAX DUE	TAX DUE
AF240-BASKETBALL	SALE	\$ 100.00	461-CAMPUS	Team (Info on Tabulation Sheet)	Uniforms	N/A	TAXABLE SALE	\$100.00	\$92.38	\$7.58	\$7.58
AF240-BASKETBALL	SALE	\$ 75.00	461-CAMPUS	Team (Info on Tabulation Sheet)	Uniforms	N/A	EXEMPT-TAX FREE DAY	\$50.00	\$0.00	\$0.00	\$0.00
AF240-BASKETBALL	DONATION	\$ 125.00	461-CAMPUS	Unknown	Buy Extra Basketballs	N/A	NO	\$125.00	\$0.00	\$0.00	\$0.00
								\$0.00	\$0.00	\$0.00	\$0.00
								\$0.00	\$0.00	\$0.00	\$0.00
								\$0.00	\$0.00		\$0.00
								\$0.00	\$0.00		\$0.00
								\$0.00	\$0.00	\$0.00	\$0.00
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								\$0.00	\$0.00		\$0.00
								\$0.00	\$0.00	\$0.00	\$0.00
TOTALS		\$ 300.00							\$92.38	7.58	\$7.58
	TOTAL 0115-										
	TOTAL SALES		\$ 175.00								
	TAXABLE SALE AMOUNT		\$ 92.38								
0.41.50.79	CAMPUS		0 7.55								
SALES TX	CAMPUS		\$ 7.58								
	STUDENT		S -								
	FACULTY		\$ -								
			\$ 7.58								
1			⇒ 7.58								

Summary

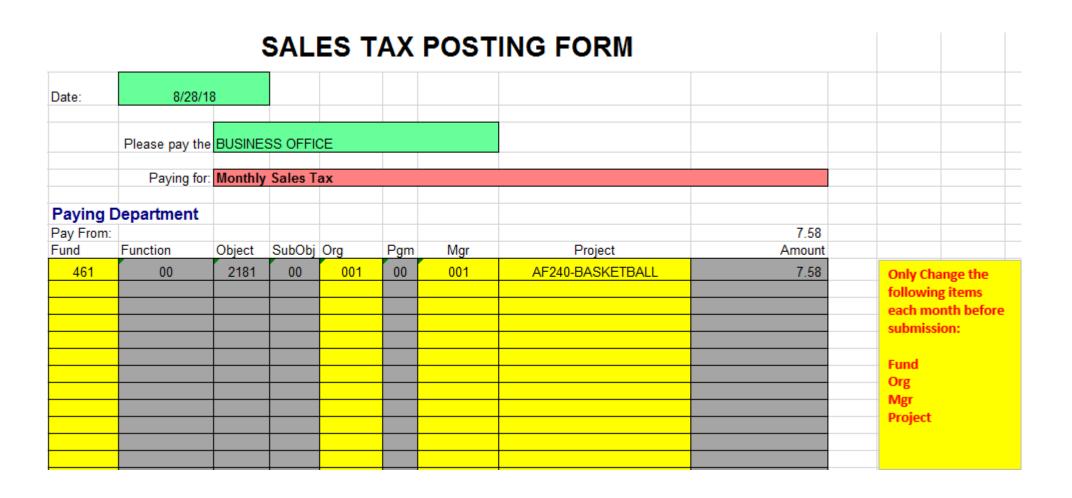
This information is automatically populated when you complete the Taxable Sales Worksheet

Month Of	August	Loc:	001	Prepared by:	Shametra Collins
		School Name	HALTOM HIGH SCHOOL	Tax Rate Factor	0.0825
				Tax Year	2018

Summary Continued...



Sales Tax Posting Form



Completing the Campus & Location Tax Report



CAMPUS & LOCATION TAX REPORT FOR TEXAS SALES & USE TAX RETURN

revised July 2018

For specific questions on Texas sales and use tax, contact Accounting Manager or Director of Busines

	Accounting	Manager or Di	rector of Business
Instructions:			
	eet as your point of reference.	1442-42	
	period, campus/department n Principal/Director via email fo		ems.
z. sena completea form to	7 Finicipal/Director via email 10	e-signature.	
PRINCIPAL/DIRECTOR:			
 Insert your electronic signature 			
_	ora Thrash NLT the 7th of each		
if the /" falls on a wee	ekend or holiday, forms are o	ive the following busing busing ***IMPORTANT***	ness day.
Per Texas Comptroller's	Office, forms not received b		charged a penalty of up to 10% of the district's
	onth, plus discounts taken.	,	
Լ			
Fo	r the Reporting Month of: Aug	ust -	Reporting Year 2018 ▼
	Campus/Departm	ont Namo:	
			·
C	Haltom High Scho		
Campus/Department	t to complete this field o	niy (<u>in Whole Dolla</u>	irs):
Enter gross sales of AL		\$300.00	Per Sales Tax Worksheet "Total Sales"
For this reporting	period.		_
Enter gross sales of tax	xable items during reporting pe	eriod: \$100.00	Per Sales Tax Worksheet
Erner gross sales of tar	and a state of the pointing properties of the pr	¥100.00	"Total Taxable Sales"
The fields below will	automatically fill: (Should	d match Sales Tax Worl	ksheet).
-			
Total Taxable Sales	\$92.38		
_			
Calculation of Balance	due state at 6.25% rate with .0	05 discount \$5.74	
		1 1 1 1	
Local Sales Tax (City	and MTA or SPD)		
Taxable sales during re	eporting period will be entered	I from Line 2. \$92.38	
Calculation of balance	due city at 2% rate with .005 d	liscount \$1.84	
			1
TOTAL TAY DUE 67	50 (Should ma	etch Calor Tay Docting	

(I)			
Round to Whole \$\$	TAXABLE SALES REVENUE	TAX DUE	TAX DUE
\$100.00	\$92.38	\$7.58	\$7.58
\$0.00	\$0.00	\$0.00	\$0.00
\$0.00	\$0.00	\$0.00	\$0.00
\$0.00	\$0.00	\$0.00	\$0.00
\$0.00	\$0.00	\$0.00	\$0.00
\$0.00	\$0.00	\$0.00	\$0.00
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\$0.00	\$0.00	\$0.00	\$0.00
\$0.00	\$0.00	\$0.00	\$0.00
\$0.00	\$0.00	\$0.00	\$0.00
\$0.00	\$0.00	\$0.00	\$0.00
\$0.00	\$0.00	\$0.00	\$0.00
\$100.00	\$92.38	7.58	\$7.58

QUESTIONS?

Please contact Shametra Collins, Accounting Coordinator

Phone: 817-547-5639

Email: Shametra.Collins@birdvilleschools.net