La Porte ISD Monthly Sales Tax Worksheet

SchoolOrganization _____

3 Digit Campus # _____

Sales Tax Rate   8.25%

Month/Year _____

TAXABLE SALES Date	Receipt # & Description	Fund	Total Sales (total deposit for sales)	Deposit to Sales Tax 2181.ST	Taxable Sales Deposit to Revenue 57XX
		Totals			

NON-TAXABLE SALES (Total by Fund for Month)

Fund	Non-Taxable Sales

Totals _____

ONE-DAY TAX-FREE SALES HELD DURING MONTH

Date	Description	Fund	Total Sales	Tax Free Date Used

Totals _____

_____
Preparer's Signature

_____
Administrator's Signature

Revised: 10/17/23

Sales Tax Report Instructions

1. Enter your campus name, 3 digit campus number and the month and year that the report is being filed for in the sales tax worksheet.

2. Every time you make a deposit for a sale, you must make an entry in the worksheet whether or not the sale is taxable. There is a section for taxable sales, non-taxable sales, and one-day tax free sales. For taxable sales enter the date, receipt # and description of what was sold (band t-shirts, etc.), and the total amount of the sales in the appropriate section. When you enter an amount in the taxable section, the worksheet will calculate the amounts that will be recorded as sales tax and the amount that will be recorded as revenue for the appropriate school or club.

3. Save the worksheet under a new file name each month, accumulating all the sales for the month.

4. After all sales for the reporting month have been entered into the worksheet, print the worksheet, have your principal sign, then send to the Business Office Accountant no later than the 5th business day after the end of the month.

5. If your campus has no sales to report for the month, simply print the blank report, write "No Sales to Report". A report must be submitted monthly even if no sales have occurred. Have your principal/budget manager sign then send to the Business Office Accountant no later than the 5th business day after the end of the month.

Manually Calculating Sales Tax:

If sales tax is included in the price of the item:

$$\frac{\text{Total Funds Received}}{1.0825} = \text{Sales Amount Excluding Tax}$$

Total Funds Received - Sales Amount Excluding Tax = Sales Tax Amount

If sales tax is charged in addition to the price of the items:

Sales Amount before Tax X .0825 = Amount of Sales Tax to Add to Sale