



Sales Tax Report

Campus: _____

Activity Account Name: _____

Quarterly Report:

___1st Quarter - January through March (Due April 10th)

___2nd Quarter - April through June (Due July 10th)

___3rd Quarter - July through September (Due August 10th)

___4th Quarter - October through December (Due January 10th)

Total Deposits: \$ _____

Total Amount Collected:
Non-Sales

\$ _____
Description: (ex: donations, etc.)

Total Amount Collected:
Non-Taxable

\$ _____
Description: (ex: bake sale; parking permits, etc.)

Total Amount Collected:
Taxable

\$ _____
Description: (ex: t-shirt sale, uniforms, etc.)

Total Amount Collected:
Taxable-Tax Free

\$ _____
Description: (ex: campus fundraiser, etc.)

ALL deposit amounts for this quarter should be reflected in the above totals.

Principal's Signature: _____ Date: _____

 This report is due in the Business Office by the 10th of the following month the quarter ends.
 (Example: January through March the report will be due by April 10th.)

The Business Office will compute the amount of sales tax due and notify each campus