



**Taxable Sales Worksheet**

Revised 8/28/18

|           |  |              |  |                  |        |
|-----------|--|--------------|--|------------------|--------|
| Date:     |  | Loc:         |  | Prepared by:     |        |
| Month Of: |  | School Name: |  | Tax Rate Factor: | 0.0825 |

Please complete the following fields before moving forward

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

| <b>(A)</b>                  | <b>(B)</b>          | <b>(C)</b>         | <b>(D)</b>          | <b>(E)</b>   | <b>(F)</b>         | <b>(G)</b>       | <b>(H)</b>     | <b>(I)</b>                 |
|-----------------------------|---------------------|--------------------|---------------------|--------------|--------------------|------------------|----------------|----------------------------|
| <b>ACTIVITY DESCRIPTION</b> | <b>DEPOSIT TYPE</b> | <b>TOTAL SALES</b> | <b>ACCOUNT TYPE</b> | <b>PAYER</b> | <b>DESCRIPTION</b> | <b>RECEIPT #</b> | <b>TAXABLE</b> | <b>Round to Whole \$\$</b> |

Taxable Sales Worksheet

Revised 8/28/18

Date: 8/28/2018

Loc: 001

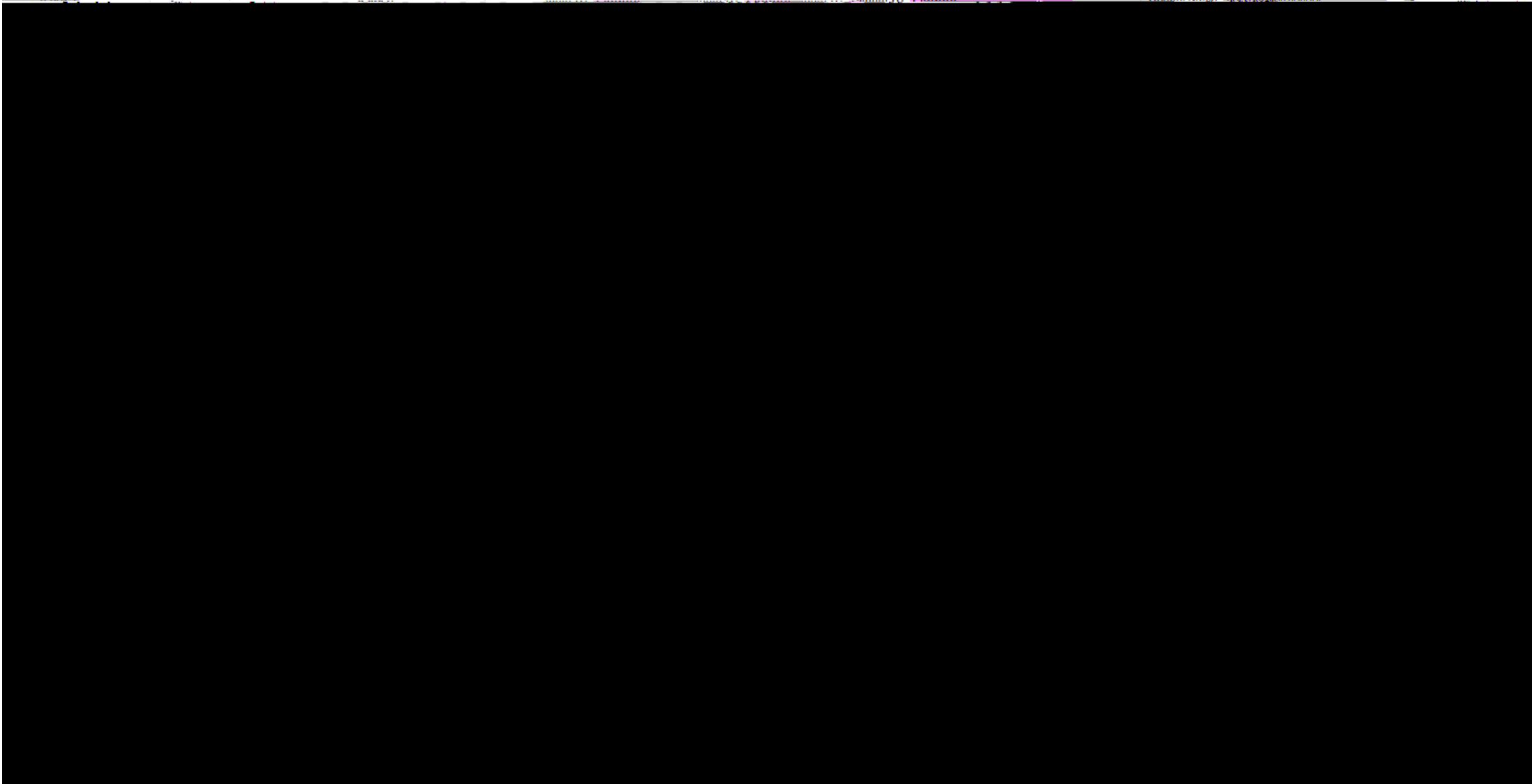
Prepared by: Shametra Collins

0.0825

Month Of: August

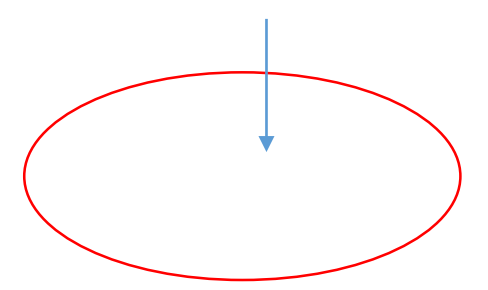
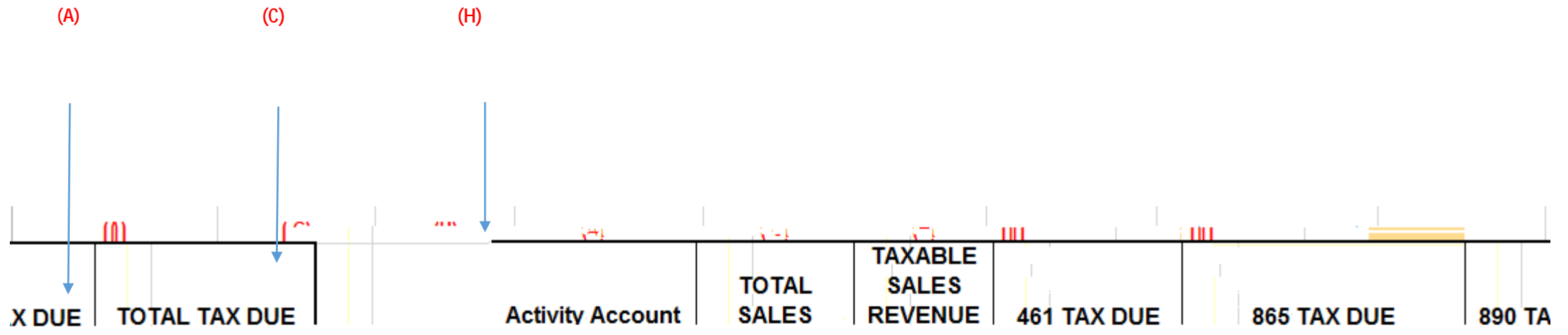
School Name: HALTOM HIGH SCHOOL

Tax Rate Factor:



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

|          |        |  |  |          |              |                  |
|----------|--------|--|--|----------|--------------|------------------|
| Month Of | August |  |  | Loc: 001 | Prepared by: | Shametra Collins |
|          | 2018   |  |  |          |              | Tax Year         |



# SALES TAX REPORTING FORM

Date 8/28/18

Monthly Sales Tax

Department

| Fund | Org | Object | Subj | Proj | Proj | Proj | Amount |
|------|-----|--------|------|------|------|------|--------|
| 461  | 00  | 2181   | 00   | 001  | 00   | 001  | 7.58   |
|      |     |        |      |      |      |      |        |
|      |     |        |      |      |      |      |        |
|      |     |        |      |      |      |      |        |
|      |     |        |      |      |      |      |        |
|      |     |        |      |      |      |      |        |

Only Change the following items each month before submission:  
  
Fund  
Org  
Proj

Project





