

Accounting Summary Procedures

Bookfair Recap Sheet

Please remember to fill in your school name.

Credit cards processed-

If you upload yourself, fill in the total from the report.

If you don't upload, run 2 adding machine tapes on the credit card slips

Credit cards manual-

Run 2 adding machine tapes on the credit card slips.

Checks-

Run 2 adding machine tapes on the checks.

Cash (if unable to convert to check)-

Enter amount from "Sales Summary".

Please circle yes or no for each item listed on the Bookfair Recap Sheet.

If books were kept as part of your profit, please use the excel inventory spreadsheet emailed to you at the beginning of your fair to email us a listing of quantities and titles kept. Be sure to label it **BOOKS FOR PROFIT**.

Sales Summary

Please remember to fill in your school name and date.

Remember to take out your start up bank before counting money.

We ask that you avoid sending coins if at all possible.

Enter checks and credit card totals from Bookfair Recap Sheet.

If another school visited your bookfair and used a coupon, include the actual amount redeemed and include the coupon(s) with the cash.

Discount/No Tax Log

Each time a discount is given, record it on the Discount/No Tax Log.

If your fair is collecting sales tax, but sells to the teachers tax-exempt, each sale must be recorded on the Discount/No Tax Log.

All 3 above papers must be returned at the conclusion of your fair. Please include them with the credit card slips and checks in the tamper evident bag.