Finance Coordinator

Pre-Show

• Apply for temporary license through Department of Revenue. They will send you a form. To be completed at the end of the event. (detailed info). (See Department of Revenue section). Refer to last year's form.

• Create a system for tracking all sales. (See sample of prior years next page Cove Show Instructions for Artists)

• Arrange for and train cashiers. Set up schedule for this. See Cove Show Instructions for Cashiers (following pages)

• Set up for sales taxes to be charged in Square (you must do this only for sales at The Cove, and any other events for which we have a temporary license).

Department of Revenue

● Apply for a temporary Tax Registration Certificate with Department of Revenue.
Our UBI Number is 601-404-788
Use our ArtistsUnitedClub.treasurer@gmail.com in your communication with them.

● Link to DOR Temp Business License; https://dor.wa.gov/open-business/types businesses/temporary-businesses

● We must apply for a temporary tax registration certificates a couple months before the November show (September). Once the DOR approves, they will send you a form to the AU PO box. DO NOT use your own personal email or address. Use the AU email and check frequently for correspondence from them.

● DOR Rules: If there are more than 2 big shows per year, we will have to apply for a permanent tax registration certificate.

For example, last year, we had the Cove Show, and we had The Commons Store. We would not be able to have a 3rd large show in one year to have this temporary tax certificate.

If you have more big events than the Cove Show, we must apply for a new temporary tax certificate per show.

Cove Show Instructions for Artists

SUPPLIES

1. Sales Order Receipt Tablet (see image c.)

a. Each sales order receipt for each customer includes

i. 1-WHITE (Original)

ii. 1-YELLOW (Cashier)

iii. 1-PINK (Artist)

b. Each colored page of the Sales Order Receipt must have the same information!! ***i. If using labels for the artist's name you must have one label on each of the WHITE, YELLOW, & PINK copies for each transaction***

c. Example

MAKING A SALE

Gather Information

<u>NOTE:</u> REQUIRED ITEMS on all colored sales order receipts to get credit

- **1) ARTIST'S <u>LAST</u> NAME AND 1ST INITIAL AT THE TOP OF THE FORM**
- **2) Date of the sale**
- **3) Customer's name (on the "name" line)**
- **4) Customer's Phone # (on the "address line)**
- **5) Customer's Email Address (on the "city, state, zip" line)**

- Fill in Sale Items and amounts for each
  1. Do Not Total - cashier will do this and add 10.1% tax (or whatever the tax is for the current year)

- Give the customer the following Sales Order Receipt pages & direct them to Cashier
  1. WHITE (Original)
  2. YELLOW (Cashier)
  3. Keep PINK (Artist) copy for your records

4. *Keep customer's art at your booth*

- After customer pays the cashier, they will show you their 1-WHITE "Paid" Sales Order Receipt
- Give Customer their purchased art

Cashier Instructions

IF CUSTOMER ONLY PURCHASED FROM ONE ARTIST:

- **Customer** hands ***WHITE*** and ***YELLOW*** copies of the Sales Order Receipt to Cashier**.**
- **Add up** all their purchases**.**
- **Add** 10.2% (or current) sales tax if it is cash or check (if using Square it will add in the sales tax automatically.)
- **Total the sale**
- **Take payment**
- **Mark** payment type on receipt (cash, check, or credit)
    - **Initial** receipt
    - **Mark paid** on BOTH white and yellow Receipts.
    - **Return *WHITE*** Sales Order Receipt back to the customer to retrieve their purchased items.
    - Place ***YELLOW*** copy of Sales Order Receipt in the corresponding tray (labeled check/cash/credit card)

IF CUSTOMER IS PURCHASING FROM SEVERAL ARTISTS:

- **Customer** hands all Sales Order Receipts to the cashier
- On the Sales Order Receipts given to cashier, total each receipt, then list BY ARTIST NAME on the Master Sales Order Receipt and total all sales.

● Add 10.2% (or whatever the tax is for the current year) sales tax on the Master Sales Order Receipt if it is cash or check, (if paying with Square it will add in the sales tax automatically.) ● Write on Master Sales Order Receipt the GRAND TOTAL of all sales and taxes. ● Take payment

a. **Mark payment type** on receipt (cash, check, credit)
b. **Initial** receipt
c. **Mark paid** on BOTH Receipts.

- Staple WHITE Master Sales Order Receipt (smaller receipt) to the top of all the larger Sales Order Receipts and **return to customer** to retrieve their items.

- Place ***YELLOW*** copy of stapled Sales Order Receipts and Master Sales Order Receipt into the corresponding tray (labeled check/cash/credit card.

Key:

- **Sales order receipt** is the larger receipt (this is what the artist gives to the customer upon sale– ***PINK*** copy stays with artist.
- **MASTER Sales order receipt** is the smaller receipt (which is used by the cashier for multiple sales) – ***PINK c***opy stays with cashier book.

Using Square

If at anytime it asks for a numerical code, use 8282.

TO MAKE A SALE:

1) Checkout (lower left)
2) Select Item/Library
3) Scroll and Select Artists name
4) Calculator will pop up, enter the amount
5) Select Plus or + to add another item/artist 6) When finished entering the amounts select "Charge"
7) Slide the credit/debit card in the reader and continue
8) Have them sign and Continue and decide if they want a receipt

TO CANCEL A CHARGE:

1) Go to Transactions (at bottom)
2) Find the transaction you want to cancel 3) Select Issue Refund
4) Follow prompts

Sample Cove Show Report

2022 COVE SHOW REPORT				
Income				
	20222 Cove Show Income			
	- Booth Fees			$1,486.00
	- Food Donation			$55.10
	- Raffle			$431.00
	- Total Sales including Sales Tax Col			$13,881.46
	- Return of Facility Deposit			$600.00
	Total 2022 Cove Show Income			**$16,453.56**
Expenses				
	2022 Cove Show Expenses			
	- 90% Returned to Artists			-$11,337.86
	- DOR Sales Tax			-$1,382.51
	- Printing			-$205.54
	- Rental of Facility			-$1,125.00
	- Square Fees			-$273.93
	- Supplies			-$292.60
	Total 2022 Cove Show Expenses			**-$14,617.44**
		Net Profit from Show		**$1,836.12**

Post Show Tasks & Reports

● Reconcile all money coming in and pay artists 90% of their sales. ● Create a report for the board of all income and expenses from the show. ● After all income is accounted for, report to the Dept. of Revenue all sales and pay sales tax. (use form sent to you from the DOR)

● After all is said and done, revert the Square back to “no sales tax”. ● You can access through reports all square sales information, including Square fees.