**15% Net Profit Report Form – in Word**

***AAGC Club’s Support for Zilker Botanical Garden***

Club Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Today’s Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Event Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Event’s Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Instructions:

1. List all of your expenses and all sources of income using the Word form or the separate Excel form. Possible Categories are included under **Expenses** and **Revenues**.
2. Determine Net Profit. Total Revenue -Total Expenses = Net Profit x .15 = 15% Net Profits to ZBG. (Example: Step 1: Sell 40 plants at $10 Each = Revenues of $400 – Costs (expenses) of $150 = Net Profit of $250. Step 2: Multiply $250 x .15 (decimal form of 15%) = $37.50 net profit
3. Within 30 days of the event, send the form and a check **made out to AAGC** to: Sally Dickson, AAGC Treasurer, 2564 Stoutwood Circle, Austin, TX 78745. (Questions? - Call or text 512-992-9773.
4. Hint: Set prices 15% higher to cover the club’s contribution to Zilker Botanical Garden. (Ex: Sell $5.00 item for $5.75 since .15 (15%) of $5 = $.75)

|  |  |  |  |
| --- | --- | --- | --- |
| **Total All Expenses (Money Spent)** | **Quantity** | **Unit Price** | **Cost Paid** |
|  Publicity |  |  |  |
|  |  |  |  |
|  Product related costs |  |  |  |
|  |  |  |  |
|  Display supplies  |  |  |  |
|  |  |  |  |
|  Office supplies  |  |  |  |
|  |  |  |  |
|  Honorarium, Expenses for Judges, Speakers |  |  |  |
|  |  |  |  |
|  Other Expenses |  |  |  |
| **Total Expenses (Money spent for the Sale)** |  | **$** | **$** |
|  |  |  |  |
| **Total of All Revenues (Money Made)** | Quantity | Unit Price | Revenues |
|  Items or Services Sold  |  |  |  |
|  |  |  |  |
|  Vendor Booth Fees |  |  |  |
|  |  |  |  |
|  Other Revenues |  |  |  |
| **Total Revenues (Money brought in)** |  |  |  |
|  |  |  |  |
| **Calculate 15% of Net Profits** |  |  |  |
| 1. Formula: Total Revenues – Total Expenses = Net Profit  | Total Revenues$ | Minus Total Expenses $ | Equals Net Profit$ |
| 2. Net Profit x .15 = 15% of Net Profit  | Net Profit$ | Times .15 | Equals $ |

Turn to other side or Page 2 for Payment Information.

**Within 30 days after the event, mail this completed form and the 15% Net Profit check payable to AAGC:**

 Sally Dickson, AAGC Treasurer

 2564 Stoutwood Circle

 Austin, TX 78745-2720

**Payment submitted by:**

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Physical Address to mail receipt of payment \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**To Be Completed by the AAGC Treasurer:**

Received by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Check Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Amount \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Deposited \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Account No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*If you have questions about this form or the 15% process,*

*Please email or call AAGC Treasurer Sally Dickson,* *skdickson@yahoo.com**, 512-992-9773*

Revised 1/07/2022