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

***2025 AAGC Club’s Support for Zilker Botanical Garden***

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

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

Instructions:

1. 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)
2. 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**.
3. 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
4. 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.)
5. There are two methods of payment available this year. US mail and Zelle. (see next page)

|  |  |  |  |
| --- | --- | --- | --- |
| **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 $ |

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| **Within 30 days after the even**t, send this completed form and the 15% net profit payment to AAGC:  |
|  |  |  |  |
| 1.      **BY ZELLE**. Email this completed form to treasurer.aagc@gmail.com Make your payment  |
|  by Zelle from your club’s bank account to AAGC’s bank account.  |  |
|  Please do not use Zelle if using your personal account |  |  |
|  Be sure to use this information:  |  |  |  |
| treasurer.aagc@gmail.com |  |  |  |
| Austin Area Garden Center, Inc. |  |  |  |
|  |  |  |  |
| **If your bank doesn’t support Zelle or if you prefer, please pay by check.** |  |
| 2.      **BY CHECK**. Mail this completed form and check made payable to AAGC to:  |
|  Sally Dickson, AAGC Treasurer |  |  |  |
|  2564 Stoutwood Circle |  |  |  |
|  Austin, TX 78745 |  |  |  |
| (*AAGC no longer has an office at Zilker Botanical Garden, so please don’t mail it there.*) |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
| **Payment submitted by:** |  |  |  |
|   |  |  |  |
| Your Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Club: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |  |  |
| Contact Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| *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.* |
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| Revised March 1, 2025 |  |  |  |