

**Pasco-Hernando State College
Report of Accounting for Fund-Raising Activity**

Department, Club, or Organization: _____

Fundraising Description: _____

Date of Activity: _____

Accounting Reconciliation:

1. Gross Sales: _____

2. Divide Gross Sales by
1.07 for Pasco; 1.065 Hernando _____

3. Number 1 Less 2
This is tax to pay _____

Account # deposited to: _____

NOTE: All activities are taxable except memberships and registration fees.



DONATIONS:

Amount of Donation: _____

Description of Donation: _____



Total Deposit: _____

Budget Supervisor Signature: _____

College Store Use Only:

Date: _____

Received By: _____

Receipt #: _____

INSTRUCTIONS FOR FORM SSA-3

1. Sales tax collection must equal 7% (Pasco) or 6.5% (Hernando) of the gross amount of sales.
2. The sales tax collected must be submitted to the PHSC College Store along with this form.
3. If the activity is a one-time activity, this report is due to the PHSC College Store within two days of the date of the activity.
4. If the activity is an “on-going” activity, a report will be due to the PHSC College Store for the prior week’s collections.
5. The person submitting this form must receive a receipt from the PHSC College Store Cashier.
6. The original SSA-3 and College Receipt should be forwarded to the Financial Services Office after deposit of funds is complete.
7. The department, club, or organization should keep a copy of form SSA-3 and the College Receipt for their records.