### Auction Accounting Form

General	rules:							
(1) Taxab	ole if the item is tangible goods (set of golf clubs, paintings, potted )	plants, gift baskets, etc.)						
(2) Not ta	axable if the item is intangible or service (gift certificates, airplane	ride, use of cabin, etc.)						
LIVE O	R SILENT - CIRCLE ONE		NVCF Internal					
Item #	Description of Item	Winning Bid Amount (Selling Price)	Taxable or Nontaxable	Method of Payment* (CHK #/CC - PayPal or Classy/ Cash)	Name of Buyer	Buyer Email Address	Estimated Fair Mkt Value	Quid Pro Quo Written Disclosure Statement (REQUIRED BY IRS IF PAYMENT IS \$75.00 OR MORE
1								
2								
3								
4								
5								
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9								
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12								
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25								
26								
27								
28								
29								
30								
	TOTALS			* Indicate CHK #	Check	Total \$ paid		
				* Indicate CC - PayPal / CC - Classy		Total \$ paid		
	(Use second sheet if needed)			* Indicate Cash	Cash	Total \$ paid		

#### Ticket Sales Form

Sales of T	ickets		Sponsorship Advertising - Valu charitable contribution	e on that to further reduce			
	Description of ticket	Include Food or Drink? (Describe)	\$ Value of Meal Displayed on Ticket	Who is Serving Meal (External Caterer)	Qty	Total Sales	Taxable
1	Ex. \$50.00	Ex. Includes dinner and one beverage of choice	\$30.00	External Caterer	1	\$50.00	\$0.00
2	Ex. \$50.00	Ex. Includes dinner and one beverage of choice	\$30.00	Not external caterer	1	\$50.00	\$30.00
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21 22							
23							
24							
25							
26							
27							
28							
29							
0.0							
30							
	Total						
	Total paid by Check						
	Total paid by Credit Card						
	Total paid by Cash						
	Total						
	2011						

# Tangible Items Sale Form

Sales of tang	ales of tangible items (shirts, caps, books, etc.)			
	Description of items sold	Qty	Total sales	Taxable (Y/N)
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				
26				
27				
28				
29				
	Total			
	Total by check			
	Total by credit card			
	Total by cash			
	Total			
	*Sales taxable (Default)			
	**If items were purchased for the sale and sales tax has already been paid to that vendor – receipets of proof must be submitted			

#### Food Sales at Event Form

Food sales -	to go food or on site consumption (does NOT include a meal included w ticket purchase)			NVCF Internal
	Description of items sold	Total sales	Catred?	Sales Tax Applicable (Default Taxable)
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				
26				
27				
28				
29				
30				
	Total			
	Total by check			
	Total by credit card			
	Total by cash			
	Total			

# Quid Pro Quo Disclosures Form

IRS REQUIREMENT - QUID PRO QUO CONTRIBUTION TYPES
** APPLIES IF AMOUNT DONOR PAYS IS \$75.00 OR MORE AND RECEIVES SOMETHING OF VALUE
1) Ticket that includes a meal or drinks - Payment must be in excess of \$75.00.
EX. Donor or Attendee pays \$100.00 for a ticket. Ticket includes a \$40.00 meal & beverage. Charitable Contribution portion is \$60.00
2) Auction purchase.
EX. Donor pays \$100.00 for a widget that has a fair market value of \$30.00. Charitable Contribuiton portion is \$70.00
Inform the donor that the amount of the contribution that is deductible for federal income tax purposes is limited to the excess of any money (and value of property)
over the value of goods and services provided by the charity AND provide the donor with a good faith estimate of the value of the goods and services the donor received.