

**STATE OF WISCONSIN
STATE ACCOUNTING MANUAL**

SECTION:	VI Revenues	EFFECTIVE DATE:	July 1, 2003
SUB-SECTION:	8 – Sales Taxes	REVISION DATE:	July 1, 2003
SUBJECT:	Policy and Procedures	PAGE:	1 of 1

INTRODUCTION

Like other businesses, state agencies must collect state/county sales taxes according to Department of Revenue guidelines. The sales taxes collected should be recorded as revenue into non-budget custody appropriation 902.

ACCOUNTING PROCEDURES

The following accounting entries should be used to record sales taxes:

Fund	Agy	Appn	AT	Acct	Acct Name	DR	CR	Type
XXX	XXX	902R	01	1000	Treasurer's Cash	240		Offset
XXX	XXX	902R	31	9590	State Sales Tax Collections		200	Entered
XXX	XXX	902R	31	9572	County Sales Tax Trf-Positive		40	Entered

CR transactions to record the receipt of \$200 of state sales taxes and \$40 of county sales taxes.

Fund	Agy	Appn	AT	Acct	Acct Name	DR	CR	Type
XXX	XXX	902R	31	9591	State Sales Tax Trans to DOR	200		Entered
XXX	XXX	902R	31	9573	County Sales Tax Trf - Negative	40		Entered
XXX	XXX	902R	01	1000	Treasurer's Cash		240	Offset

P1 transactions to record the payment of \$200 of state sales taxes and \$40 in county sales taxes to DOR.