

Introducing the newly enhanced Book Fair Financial Form. The process of completing your financials has been automated, making it faster to finalize your school's Book Fair in minutes. After the Fair ends, and you've closed out each register, your Fair sales will automatically be uploaded into your Financial Form.

If you weren't able to close out your registers, a payment system expert will do it for you after your Fair is returned to the Scholastic warehouse. Then you'll receive an email alerting you that your Financial Form is ready to be completed. It also includes your Financial Summary report for each register.

This usually arrives within 24 hours. From the email, use this link to get to your Financial Form. You can also access the Financial Form from the Fair account drop-down menu on the Host Hub. Then you'll select Get Started. In the left column, you'll see a list of the four pages you'll need to review in order to complete your financials.

The first page is Sales, where you'll see your totals in the first section. These amounts should match what is shown in the Sales Summary section of the Financial Summary report you received in your Financial Form email. Gross sales total includes cash, checks, and credit cards. And eWallet sales are included with your credit card sales.

Gross sales do not include unredeemed, Share the Fair contributions and gift certificate purchases. This section also breaks out any tax-exempt sales, the total amount of sales tax that was collected, followed by the total amount of Scholastic Dollars redeemed. If you need to make any changes, select View Sales Details.

Here you'll see totals breaking down Scholastic Dollars amounts, including Total Scholastic Dollars Redeemed, Tax-Exempt Scholastic Dollars Sales, and Tax Collected in Scholastic Dollars. Next you'll see tender totals, which includes Cash

and Checks, Credit Cards, eWallet, and eGift Card Campaign Purchases, and Purchase Orders.

Under Gross Sales, you'll see any tax-exempt sales, taxable sales, and your tax total. The last section is your Net Sales, which includes Share the Fair Funds Collected. Which is included in Tender Totals, as well as Share the Fair funds redeemed, which is included in Gross Sales. If you make any changes to this section, be sure to select Save to return to the summary view.

The second section on the sales page shows your Fair sales total. This total does not include sales tax, teacher certificates, unredeemed Share the Fair contributions, gift certificate purchases, and Scholastic Dollars redemptions. The cash equivalent amount of Scholastic Dollars redemptions is calculated using the amount of Scholastic Dollars redeemed minus tax collected in Scholastic Dollars. Then multiply it by 50%.

The third section on this page will display if you accepted any purchase orders and will show those details here. You can edit those purchases if necessary. When you're done, select Save and Continue. On the next page, you'll review your Fair spending. That's any Scholastic Dollars redeemed during this Fair.

Your existing Scholastic Dollars will be deducted first to cover these purchases. If you still owe any Scholastic Dollars, this will show as Scholastic Dollars due. Then select Save and Continue. On the third page, Fair Earnings, you'll see how much you've earned. You'll then choose how to receive your earnings.

In the first section, your total Fair sales are displayed. Remember, Scholastic Dollars redemptions and sales tax are not part of your total sales. Next you'll see the percentage of Scholastic Dollars you qualify for based on your Fair sales. There's also a line for Scholastic Dollars Due. This amount will be deducted from this Fair's earnings if your existing Scholastic Dollars balance didn't cover the amount you redeemed.

Last is your eligible Scholastic Dollars balance, which is the amount you've earned from this Fair. In the second section, you'll choose how to receive your profit. To get the most out of your earnings, select Scholastic Dollars. Depending on your school's total sales, you can double your spending power in the Scholastic Dollars Catalog.

Or, if your Fair sales are \$3,800 or more, you can choose to split your profit between Scholastic Dollars and cash. If you take a portion of your profit in cash, keep that amount from the cash you collected at the Fair. If you don't have enough cash for the full amount, a check for the balance will be mailed to you four to six weeks after your full payment has been received.

Once you've made your selection, choose Save and Continue. Now on to the fourth page, Review and Submit. It's time to take a final look at your form before you submit your financials. Be sure to double-check your totals, Fair sales totals, Fair spending, and Fair earnings. If you have questions or need assistance completing your Financial Form, just reach out to Customer Care via email or phone, or you can select live chat to consult with a Financial Form expert. Otherwise, select the check box to confirm that your financials are correct. Then select Submit. A thank-you screen will display, letting you know your form has been submitted. Next you'll need to choose how you would like to pay your Book Fair invoice. If you accepted cash or checks, you should deposit them into your school's bank account before submitting your payment. After that, you can print your invoice and write one check from your school, made payable to Scholastic Book Fairs, and mail it to the address on your invoice. The second option is to pay with a credit card via the Book Fair payment portal.

Once your payment has been received, Scholastic Dollars will be immediately issued to your school's account. Now that you've wrapped up your financials, be sure to complete the post-Fair survey. Your feedback helps us continue to improve the Book Fair experience.