

# Tax Receipt or Customer Statement for Summer Camps

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Summer Camp expenses can be tax-deductible for some. People often call to get our tax ID# for that request.

## Tax ID#31-6400223

Customers that enroll their children in Summer Camps may request a receipt for tax purposes. If they request a receipt, there is a tax receipt available in Activenet (**Reports -> Financial Reports -> Tax Receipt**). However, if the summer camp did not check the Tax Eligible box when they created the activity, then the summer camp will not show up on this report. Below are the instructions to run a statement for the Customer which will provide them with ALL of the activities that they are registered for, not just camps. But it is a comprehensive list of what they have registered for.



When the **Tax Receipt** report does not contain information needed for taxes, running a **Customer Statement Report** can fulfill the purpose.

1. Go to **Report Home > Population Reports > Customer Statement**
2. Under **Filter**
  - a. **Customer:** Select desired customers
  - b. **Transaction Date/Time:** Choose January 1st, YYYY to December 31, YYYY; change YYYY to previous year
3. Under **Options:**
  - a. **Report Module:** Select all options
  - b. Select **Include Zero Balance Accounts?**
4. Select **Run Report**

This report will show everything that was purchased by the customer for an entire year.

## Generating a Customer Statement