



MICHIGAN GARDEN CLUBS, INC.
District Event Budget and Final Report

Please complete this form to develop your event budget for any scheduled district event such as a District, Presidents' Meeting, or Leadership Development. When the event is finished, use this same form to prepare a final report. If you have any questions on how to complete this form, please contact the 1st VP or Finance Chair.

District:	Date:	Event:	Location:
Host Club(s):		Contact Person:	Phone:
Cell Phone:		Email:	

District Event Revenue and Expenses

Revenue						Budget*	Actual**
Registration Fees		Budget*	Actual**	X	Fee		
Full Time Participants	#	#	X	S			
Part Time Participants	#	#	X	S			
Vendor Rental Space	#	#	X	S			
Gross Sales							
Silent Auction Proceeds							
Other (please identify)							
Total Revenue							
Expenses (enter in negative numbers)					Budget	Actual	
Room Rental							
Equipment Rental (tables, AV, chairs)							
Speaker/Tour Guide/Workshop Leader Fees							
Meals/Breaks							
Publicity/Decorations							
Administrative (Printing, postage)							
Donations							
Registration Fee Refund							
MI Sales Tax On Items Sold (attach worksheet)							
Other Expenses (please identify)							
Total Expenses							
Total Surplus/Deficit							

Incentive Distribution: MGC (25%) _____ District: (50%) _____ Host Club(s): (25%) _____

Note: The MGC Treasurer will transferred the MGC Portion to the MGC General Operating Account. A receipt for the transaction will be emailed to the District Treasurer.

Final Statistics:

# Clubs Attending:		#Presidents Attending:			# No Shows:			# Vendors:	
# of non-paying guests:	NGC:	CR:	MGC:	District Director:	Speaker/s:	Other:	Who	Total	
Event Chair:			Date:		Event Treasurer:			Date:	
District Director:				Date:					

Please send a copy of this report to the 1st VP, MGC Treasurer and Finance Chair. Retain one copy for district financial records (held for 7 years) with the District Treasurer.