



MICHIGAN GARDEN CLUBS, INC.
DISTRICT BUDGET WORKSHEET for District _____ (enter #)
BUDGET Due by the first day of February Of The Current Fiscal Year

Thank you for completing this BUDGET WORKSHEET. It provides the District Director recommendations for the MGC Annual Budget. To complete the WORKSHEET, it is important to work with your District Treasurer, review the District Revenue and Expenses for the current year and perhaps the previous year.

| Estimate District Revenue and Expenses MGC Fiscal Year: | Estimated Annual District Budget | Remarks (if any) |
|--|-------------------------------------|------------------|
| Revenue | | |
| District Event Registration Fees | | |
| Sales At Events | | |
| District Event Silent Auction Proceeds | | |
| District Awards Received | | |
| Donations | | |
| Other | | |
| Total Revenue | | |
| Expenses (enter in negative numbers) | | |
| District Event | | |
| MI Sales Tax On Items Sold | | |
| Donations | | |
| Administrative –Event Printing & Mailing | | |
| Other Expenses | | |
| Total Expenses | | |
| Total Surplus/(Deficit) | | |

| USE OF DISTRICT RESERVES (ASSET ACCOUNTS) | | | |
|--|-------------------------------------|------------------------------|-------|
| Plant America Grow & Share Club Grants | Estimated Number of Grants _____ | Budgeted Amount: \$ _____ | |
| Proposed Additional Use of Reserves: | | | |
| Use | Explanation | Proposed Amount | |
| | | | |
| | | | |
| <i>Please note that the suggested additional uses of the District reserve may require a policy be developed to meet the requirements for use of funds as a 501c3 organization.</i> | | | |
| District Director: | Date: | District Treasurer | Date: |
| District Treasurer: | Budget Date: | | |

Please email to MGC Treasurer, 1st VP and Finance Chair by the first day of February