



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 or President's Meeting, or Leadership Development. When the event is finished use this same form to prepare a final financial report. If you have any questions on how to complete this form, please contact the MGC Treasurer.

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

District Event Revenue and Expenses

Revenue	Budget*	Actual**	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				
Other (please identify) <i>Tables for Vendors</i>				
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 <i>(ribbon, candies)</i>				
Administrative (Printing, postage)				
Donations				
Registration Fee Refund				
MI Sales Tax On Items Sold (attach worksheet)				
Other Expenses (please identify) <i>Vendor Box Lunches</i>				
Total Expenses				
Total Surplus/Deficit				

Final Statistics:

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

Send or email to MGC Treasurer a copy including bank statements for period covered with receipts. Retain one copy for district financial records (held for 7 years) with the District Treasurer. A copy of this (statement only) should be provided to your District Director, the 1st VP and Finance Committee Chair.

Instructions to complete the form follow.