



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: IIB	Date: 10/25/18	Event: District Meeting	Location: Crystal Gardens, Howell
Host Club(s): Brighton Garden Club		Contact Person: Kim Ray	Phone: 810-494-9071
Cell Phone: 810-333-1258		Email: kimkatralis@sbcg;obal.net	

District Event Revenue and Expenses

Revenue	Budget*	Actual**	X	Fee	Budget*	Actual**
Registration Fees						
Full Time Participants	# 150	# 165	X	\$ 30.00	\$ 4,500.00	\$ 4,950.00
Part Time Participants	#	#	X	\$	\$ 0.00	\$ 0.00
Vendor Rental Space	# 10	# 7	X	\$ 50.00	\$ 500.00	\$ 350.00
Gross Sales						\$ 208.00
Silent Auction						\$ 1,123.00
Other (please identify)	program ad sales; donation				\$ 100.00	\$ 5.00
Total Revenue					\$ 5,032.86	\$ 6,636.00
Expenses (enter in negative numbers)					Budget	Actual
Room Rental						
Equipment Rental (tables, AV, chairs)					(\$ 105.00)	(\$ 105.00)
Speaker/Tour Guide/Workshop Leader Fees					(\$ 250.00)	(\$ 250.00)
Meals/Breaks					(\$ 3,664.20)	(\$ 3,871.86)
Publicity/Decorations					(\$ 200.00)	(\$ 115.87)
Administrative (Printing, postage)					(\$ 163.50)	(\$ 42.39)
Donations						
Registration Fee Refund						(\$ 30.00)
MI Sales Tax On Items Sold (attach worksheet)					(\$ 18.00)	(\$ 77.34)
Other Expenses (please identify)	table favors				(\$ 100.00)	-67.14
Total Expenses					(\$ 4,500.70)	(\$ 4,559.60)
Total Surplus/Deficit					\$ 532.16	\$ 2,076.40

Final Statistics:

# Clubs Attending: 13		#Presidents Attending: 4		# No Shows: 9		# Vendors: 7	
# of non-paying guests:	NGC:	CR:	MGC: 2	District Director:	Speaker/s: 2	Other: 2	Wh: 6
Event Chair: <i>Kim Ray</i>	Date: 12-10-18			Event Treasurer: <i>Peggy L. Boyson</i>	Date: 12-10-18		
District Director: <i>[Signature]</i>				Date: 12-11-2018			

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.