



MICHIGAN GARDEN CLUBS, INC.

DISTRICT BUDGET and Semi Annual DISTRICT FINANCIAL STATEMENT for District _____ (enter #)
BUDGET Due by February 15 and FINANCIAL STATEMENTS Due by December 15 and June 15

Thank you for completing this BUDGET and Semi Annual FINANCIAL STATEMENT. It provides required documentation for MGC Financial Reports and reporting standards required for all 501c3 organizations. One form should be used to cover the entire fiscal year. If you have any questions completing this form please contact the MGC Treasurer.

District Revenue and Expenses Year: 2019-20	Estimated Annual District Budget	Reporting Period Ending Nov 30	Reporting Period Ending May 31	Total for the Year
Revenue				
District Event Registration Fees				
Sales At Events				
District Event Silent Auction Proceeds				
District Awards Received				
Donations				
Other				
Transfer in from MGC				
Total Revenue				
Expenses (enter in negative numbers)				
District Event				
MI Sales Tax On Items Sold				
Donations				
Administrative –Event Printing & Mailing				
Club Grant Awards				
Other Expenses				
Total Expenses				
Total Surplus/(Deficit)				

Checking Account Balance	#(Last 4 digits of account) _____	06/01-11/30 _____	12/01-05/31/ _____
Beginning Balance			
Total Surplus/(Deficit) for reporting period			
Deposits Outstanding			
Checks Outstanding			
Reconciled Checking Account Balance for reporting period			

District Director: <i>Lyn Keeler</i>	Budget Date: <i>1/27/19</i>	Nov Report Date:	June Report Date:
District Treasurer: <i>Peggy Bryson</i>	Budget Date:	Nov Report Date:	June Report Date:

Send or email to MGC Treasurer a copy with Transaction, Reimbursement, Event Final Report forms for reporting period, receipts for all expenses paid and end of reporting period bank statement. Retain one copy for district finance records (held for 7 years) with the District Treasurer. Statement only to District Director, 1st VP and Finance Chair.