



## 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: 4/18/19	Event: Swing Into Spring	Location: Howell EMS
Host Club(s): N/A (District Steering Committee)		Contact Person: Barb Ketchum	Phone: 517-331-2027
Cell Phone: 517-331-2027		Email: baketchum15@gmail.com	

#### District Event Revenue and Expenses

Revenue	Budget*	Actual**	X	Fee	Budget*	Actual**
Registration Fees						
Full Time Participants	# 100	# 130	X	\$ 25	2500	3250
Part Time Participants	# 0	#	X	\$	0	0
Vendor Rental Space	# 0	#	X	\$	0	0
Gross Sales						291.19
Silent Auction					0	
Other (please identify)	donations					6.06
<b>Total Revenue</b>					2500	3547.25
<b>Expenses (enter in negative numbers)</b>					<b>Budget</b>	<b>Actual</b>
Room Rental					-000	0
Equipment Rental (tables, AV, chairs)						0
Speaker/Tour Guide/Workshop Leader Fees						-475.08
Meals/Breaks					-1200	-1205.11
Publicity/Decorations					-100	0
Administrative (Printing, postage)					-50	0
Donations					-0	0
Registration Fee Refund					-0	0
MI Sales Tax On Items Sold (attach worksheet)					-0	
Other Expenses (please identify)					-900	0
<b>Total Expenses</b>					-2250	-1680.19
<b>Total Surplus/Deficit</b>					250	1867.06

#### Final Statistics:

# Clubs Attending: 13		#Presidents Attending: 11		# No Shows: 7		# Vendors: 0	
# of non-paying guests:	NGC:	CR:	MGC:	District Director:	Speaker/s:	Other:	Wh
			1				
Event Chair:	Date:			Event Treasurer: <i>Peggy Bryson</i>	Date: 5/27/2019		
District Director: <i>Elyse C Keller</i>				Date: <i>6/7/19</i>			

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 1<sup>st</sup> VP and Finance Committee Chair.

Instructions to complete the form follow.