

Instructions to Complete DISTRICT EVENT BUDGET and FINAL REPORT FORM

Step 1: Before the event complete the following information:

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

Step 2: Develop an Event Budget By Completing the following:

Revenue	
Registration Fees: Estimate the full time and part time fees based on reasonable number of attendees	
Vendor Rental Space: Estimate the number of vendors and space rental fees (MGC is not charged table rental)	
Sales from Worksheet: Estimate gross sales if planning to sell; don't include MGC Sales	
Silent Auction Proceeds: Estimate gross proceeds if planning a paid raffle event	
Other (please identify): Other revenue from donations or other sources	
Total Revenue: Total Estimated for the Event	
Expenses	
Room Rental: If deposit is required note date when paid and include in budget and actual	
Equipment Rental (tables, AV, chairs): Verify if not included in room rental then include in budget	
Speaker/Tour Guide/Workshop: Estimate Leader Fees: Estimate mileage, lodging, fees –itemize on separate sheet if desired	
Meals/Breaks: Include estimate for non-paying guests and verify if gratuity has been included in facility estimate; if not add one	
Publicity/Decorations: Estimate cost to publicize and decorations for the event	
Administrative: Estimate printing, mailing (including postage)	
Donations: Estimate donations to be made if requested by speaker in lieu of fee	
Registration Fee Refund: Estimate number of refund requests (if made before the deadline) to be reimbursed	
MI Sales Tax On Items Sold: Estimate 6% tax on Sales from Worksheet	
Other Expenses (please identify): Any additional expenses not included above	
Total Cost: Total Estimated for the Event	
Total Surplus/(Deficit) Calculate this by subtracting estimated Total Expenses from Estimated Total Revenue.	

Step 3: After the Event is completed enter the information below:

Total Surplus/Deficit		

Step 4: Provide the Final Statistics By Completing the Following Section:

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

Step 5: Sign and Submit Documentation:

Include a copy of this report when sending the District Financial Report for the period to MGC Treasurer. 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.