



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, Presidents' Meeting, or Leadership Development. When the event is finished, use this same form to prepare a final report. If you have any questions on how to complete this form, please contact the 1st VP or Finance Chair.

District: IIB	Date: 10-15-2019	Event: District Fall Meeting	Location: AgroLiquid, St. Johns, MI
Host Club(s): DeWitt Millennium & Across the Fence Post		Contact Person: Teri Tomak	Phone: 517-669-8125
Cell Phone:		Email: terrird@gmail.com	

District Event Revenue and Expenses

Revenue	Budget*	Actual**	X	Fee	Budget*	Actual**
Registration Fees						
Full Time Participants	# 150	# 145	X	\$ 25	\$ 3,750.00	\$ 3,625.00
Part Time Participants	#	#	X	\$	\$ 0.00	\$ 0.00
Vendor Rental Space	# 8	# 8	X	\$ 50	\$ 400.00	\$ 400.00
Gross Sales					\$ 100.00	\$ 98.00
Silent Auction Proceeds					\$ 600.00	\$ 925.00
Other (please identify)	Centerpiece sales					\$ 404.00
Total Revenue					\$ 4,850.00	\$ 5,452.00
Expenses (enter in negative numbers)					Budget	Actual
Room Rental					(\$ 300.00)	(\$ 300.00)
Equipment Rental (tables, AV, chairs)					\$ 0.00	\$ 0.00
Speaker/Tour Guide/Workshop Leader Fees					\$ 0.00	\$ 0.00
Meals/Breaks	Paid \$2,671.00 received \$168.00 sales tax reimbursement				(\$ 3,339.00)	(\$ 2,503.00)
Publicity/Decorations					(\$ 350.00)	(\$ 364.44)
Administrative (Printing, postage)					(\$ 250.00)	(\$ 91.55)
Donations						
Registration Fee Refund						
MI Sales Tax On Items Sold (attach worksheet)					(\$ 42.00)	(\$ 85.62)
Other Expenses (please identify)	Insurance, Tee shirts,				(\$ 25.00)	(\$ 62.00)
Total Expenses					(\$ 4,306.00)	(\$ 3,406.61)
Total Surplus/Deficit					\$ 544.00	\$ 2,045.39
Incentive Distribution: MGC (25%) \$ 511.35					District: (50%) \$ 1,022.70	
					Host Club(s): (25%) \$ 511.35	

Note: The MGC Treasurer will transferred the MGC Portion to the MGC General Operating Account. A receipt for the transaction will be emailed to the District Treasurer.

Final Statistics:

# Clubs Attending: 12		#Presidents Attending: 14		# No Shows: 0		# Vendors: 8	
# of non-paying guests:	NGC:	CR:	MGC:	District Director:	Speaker/s:	Other:	Who
			2				2
Event Chair: Terri Tomak			Date: 11/21/19		Event Treasurer: [Signature]		Date: 11/20/19
District Director: Dave Cummings				Date: 11/20/19			

Please send a copy of this report to the 1st VP, MGC Treasurer and Finance Chair. Retain one copy for district financial records (held for 7 years) with the District Treasurer.