

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 Fa	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

Publicity/Decorations Administrative (Printing, postage Donations Registration Fee Refund MI Sales Tax On Items Sold (attac Other Expenses (please identify) Total Expenses	nairs) Leader Fees received \$168. 00 sale		X X X X	Fee \$ 25 \$ \$ \$ 50	\$ 3,750.00 \$ 0.00 \$ 400.00 \$ 100.00 \$ 600.00 \$ 4,850.00 Budget (\$ 300.00) \$ 0.00 \$ 0.00	\$ 3,625.00 \$ 0.00 \$ 400.00 \$ 98.00 \$ 925.00 \$ 404.00 \$ 5,452.00			
Part Time Participants Vendor Rental Space Gross Sales Silent Auction Proceeds Other (please identify) Total Revenue Expenses (enter in negative number Room Rental Equipment Rental (tables, AV, chease) Speaker/Tour Guide/Workshop Lease Meals/Breaks Paid \$2,671.00 rental Publicity/Decorations Administrative (Printing, postage Donations Registration Fee Refund MI Sales Tax On Items Sold (attack Other Expenses (please identify) Total Expenses	# # 8 Centerpie ers) nairs) Leader Fees received \$168. 00 sale	# # 8	XX	s s 50	\$ 0.00 \$ 400.00 \$ 100.00 \$ 600.00 \$ 4,850.00 Budget (\$ 300.00) \$ 0.00	\$ 0.00 \$ 400.00 \$ 98.00 \$ 925.00 \$ 404.00 \$ 5,452.00 Actual (\$ 300.00) \$ 0.00			
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Expenses (enter in negative number Room Rental Equipment Rental (tables, AV, cheaser/Tour Guide/Workshop Leaser/Tour Guide/Works	nairs) Leader Fees received \$168. 00 sale	es tax reimbu	rseme	ent	Budget (\$ 300.00) \$ 0.00 \$ 0.00	Actual (\$ 300.00) \$ 0.00 \$ 0.00			
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Publicity/Decorations Administrative (Printing, postage Donations Registration Fee Refund MI Sales Tax On Items Sold (attac Other Expenses (please identify)		es tax reimbu	rseme	nt					
Administrative (Printing, postage Donations Registration Fee Refund MI Sales Tax On Items Sold (attac Other Expenses (please identify) Total Expenses	e)			Tala \$2,07 1.00 received \$100.00 sales tax reimbarsement					
Donations Registration Fee Refund MI Sales Tax On Items Sold (attac Other Expenses (please identify) Total Expenses	e)								
Registration Fee Refund MI Sales Tax On Items Sold (attac Other Expenses (please identify) Total Expenses									
MI Sales Tax On Items Sold (attac Other Expenses (please identify) Total Expenses									
Other Expenses (please identify) Total Expenses									
Total Expenses	ch worksheet)	8			(\$ 42.00)	(\$ 85.62)			
	Other Expenses (please identify) Insurance, Tee shirts,								
T-1-1 C1/D-C	Total Expenses								
Total Surplus/Deficit	\$ 544.00	\$ 2,045.39							
Incentive Distribution: MGC (25%) \$5	Host Club(s): (25%	6) \$ 511.35							
Note: The MGC Treasurer will tran	•	ortion to th	e MG	C Genera	Operating Accour	nt. A receipt for the			
Final Statistics:	District Treusurer.								
	# Vendors	s: Q							
# of non-paying guests: NGC: CR:	esidents Attending: 1		peake		ner: Who	Total			
# Of Hori-paying guests: NGC: CK:	2	mector: 3	реакс	1/5. Oth	A O - /	7 2			
Event Chair: Teni Tomak District Director: Quie Crum	Date: ///2/	/19 Event	Trea	surer:	10 m /2	Date: 11/20/			

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.