

Michigan Garden Clubs, Inc

Event Financial Report Form

Event Final Report

Event _____

Location _____ Date _____ District _____

Income:

Registration	
Full Time _____ x \$ _____	= \$ _____
Advance _____	= \$ _____
Miscellaneous Income	\$ _____
Total Income	\$ _____

Expenses:

Room Rental	\$ _____
AV Expenses	\$ _____
Meals/Breaks	\$ _____
Postage/Photocopies	\$ _____
Refunds(less \$10 Fee)	\$ _____
Miscellaneous/Other	\$ _____
Speakers	\$ _____
Total Expenses	\$ _____

Income Less Expenses	= \$ _____
(Advance Amount repaid) <i>subtract</i>	(\$ _____)

Profit (Loss) = \$ _____

85% Profit to MGC	\$ _____
15% Profit to District	\$ _____

Send a copy of this report to:

- MGC Convention Chair**
- 3rd Vice President & 1st Vice President**
- Finance Committee Chair**
- MGC President**
- MGC Treasurer**

Event forms must be submitted to the above individuals at least three weeks before the next MGC Board Meeting for discussion at the Finance Committee Meeting and approval by the Board.

Chair _____	Date _____
Treasurer _____	Date _____