



## Michigan Garden Clubs, Inc.

### GUIDELINES AND REPORTING FORMS FOR MGC BANK ACCOUNTS

1. **ALL MGC BANK ACCOUNTS REQUIRE THREE (3) SIGNATURES ON ACCOUNT:**  
Two Local (Event personnel) signatures and the MGC, Inc. President **Note:** Accounts for Districts, Schools, Symposia, Tri-Refreshers, Conventions, Consultants Council, MAAJ, and all other accounts using the MGC EIN, 501 c3 under the Michigan Garden Club, Inc. auspices will have three signatures. (This does not mean three signatures on each check)
2. Copy of monthly bank statement and copy of monthly bank reconciliation for each district bank account are to be sent to the MGC Treasurer with the *District Financial Statement*, June 15 and November 15. *MAAJ, MCC Year-End Financial Statement* on June 15. Schools, Symposium (Please scan and email a copy to MGC Treasurer)
3. District Meeting Budget Guidelines (**Form #01**) will be filled out by the District Director, District Treasurer and Host Club(s) to determine the registration fee.
4. The Site Contract (**Form #02**) and Speaker Contract (**Form #3**) are for securing proper documentation of the site and speakers at district meetings and other events.
5. After a District Meeting the MGC District Meeting Report (**Form #04**) will be completed by the District Director, District Treasurer and Host Club(s) and distributed as noted on the form.
6. A District semi-annual Financial Report (**Form #05**) will be completed and signed by the District Director and District Treasurer with copies distributed as indicated on the form. Deadline is June 15 and November 15 of each year.
7. The Request for Event Advance Funds from the MGC Finance Committee (**Form #6**) is for the use of School and Events Chairmen with copies distributed as indicated on the form.
8. At the beginning and end of an MGC School, Tri-Refresher, or Symposium an Event Report (**Form #007**) will be completed and signed by the two local people on the account and copies distributed as indicated on the form.
9. MAAJ and MGC Consultants Council must submit a year-end Financial Statement (**Form #08**) signed by the President and Treasurer of the organization.
10. At the completion of the treasurer's term of office for MAAJ and MGC Consultant's Council the books must be reviewed by the MGC Treasurer and Finance Chairman before submitting them to their next Treasurers. The deadline for completion is May 15.
11. At the end of a District Director's term of office the district books/financial records will be submitted for review to the MGC treasurer and Finance Chairman prior to submitting them to the next District Director. Deadline for completion is May 15.