



MICHIGAN GARDEN CLUBS, INC.

District Event Budget and Final Report

Please complete this form to first develop your District Event Budget and then again to prepare the District Final Report.
If you have questions, please contact the Finance Chair or 1st VP. (migardenclubs.org)

District:	Event:	Date of Event:	Host Club(s):
Event Contact:		Email:	Phone:
Venue:		Address:	Phone:
Venue Contact:		Email:	Phone:

District Event Revenue and Expenses

Revenue					Budget*	Actual**
Registration Fees		Budget*	Actual**	X	Fee	
Full Time Participants	433.001			X		
On-Line Participants	433.001			X		
Vendor Rental Space	433.003			X		
Merchandise Sales	433.006					
Silent Auction/Centerpiece Sales	433.007					
Other (please identify)	433.010					
Total Revenue						
Expenses (enter as negative numbers)					Budget	Actual
Room Rental/Setup				533.004		
Equipment Rental (tables, AV, chairs)				533.003		
Speaker/Tour Guide/Workshop Leader Fees				533.008		
Meals/Breaks				533.009		
Publicity/Decorations				533.006		
Administrative				533.010		
Printing & Postage				533.005		
Donations				533.011		
Registration Fee Refund				533.012		
Other Expenses (please identify)				533.013		
Total Expenses						
The Budget amount must be at least 10% of Total Revenue					Total Surplus/Deficit	

Incentive Distribution: MGC 25% _____ District 50% _____ Host Club(s) 25% _____

Note: The MGC Treasurer will transfer the MGC Portion to the MGC General Operating Account and the District Portion to the District Fund Balance. The Host Club Portion will be processed through Bill.com and a check mailed to the Club President identified below. Note: If two clubs co-host then the Host Club portion will be divided between the two.

Host Club President: _____ Address: _____

Host Club President: _____ Address: _____

Dist. Director: _____ Phone: _____ Email: _____

Dist. Treasurer: _____ Phone: _____ Email: _____

Final Statistics:

# Clubs Attending:	#Presidents Attending:	# Vendors:	# Non-Paying Guests:	MGC:	Other:
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Event Notes:

Date Budget Submitted: _____ Date Approved: _____ Date Final Report Submitted: _____ Date Approved: _____

Please send a copy of this Budget and Final Report to the 1st VP, MGC Treasurer and Finance Chair. You will be notified when the Finance Committee has approved. Retain one copy for District financial records (held for 7 years) with the District Treasurer.