



MICHIGAN GARDEN CLUBS, INC.

Schools Budget and Final Report

Please complete this form to develop your course budget for any scheduled NGC School course. When the event is finished, use this same form to prepare a final report. If you have any questions about how to complete this form, please contact the MGC 3rd Vice President.

District: _____ School: _____	Series: _____	Course: _____	Date of Event: _____
Contact Person: _____	Email: _____	Location: _____	

School Revenue and Expenses

REVENUE										
Registration Fees	Budget Number	X	Budget Fee	Actual Number	X	PayPal Fee	Budget	Actual		
433.001 Full Time Participants PayPal	#	X		#	X					
433.001 Full Time Participants Check	#	X		#	X					
433.001 Part Time Participants	#	X		#	X					
433.001 Non-member Participants	#	X		#	X					
Other Income (please identify)										
Total Revenue										
EXPENSES (enter as negative numbers) ADD PAGES FOR EXPLANATIONS							BUDGET	ACTUAL	Budget	Actual
533.001 NGC Exam/Refresh Fee			#	#	X					
533.003 Equipment Rental (tables, AV, chairs)										
533.004 Room Rental/Setup Check if paid by MGC Credit Card										
533.005 Administrative (Printing, postage)										
533.007 Flowers/supplies										
533.009 Meals/Breaks Check if paid by MGC Credit Card										
Registration Fee Refund										
Other Expenses (please identify)										
Total Expenses										
Total Surplus/Deficit (Budget Surplus must be least 10% of Revenue _____)										

Incentive Distribution: MGC 50% _____ Host Club(s) 50 % _____ If more than 1 host club please list contact information for host clubs other than the local chair on a separate sheet. 50% distribution will be split between all host clubs.

505.005/02 Speaker/Tour Guide/Workshop Leader Fees paid by MGC (include mileage and meal if applicable):

Local Chair: _____ Club: _____ Date: _____

Phone _____ Email: _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____
 Date Budget Submitted: _____ Date Approved: _____ ate Final Report Submitted: _____ Date Approved: _____

Send a copy of this report to the MGC 3rd VP, MGC Treasurer and the Finance Chair for approval and again after finalized. All host club distributions, contacts and invoices are paid by Bill.com. For Speakers use NGC Instructor Contract, Form 4. Note: The MGC Treasurer will transfer the MGC Portion to the MGC General Operating Account after the budget final report is accepted by the Finance Committee. Revised 12/25