

MGC Leadership Workshops



Tips and Tools for Treasurer

Member of
Central Region and National Garden Clubs, Inc.

June 1 through May 31

- Prepare monthly treasurer's report to present at the monthly garden club board meeting and membership meeting.
- Maintain a Treasurer's book with monthly treasurer's reports, justified bank statements and annual budget.
- Maintain a ledger system of income and disbursements.
- All checks written should have corresponding receipts attached to reimbursement forms.
- All deposits should be itemized and documented in ledger based on specific categories as outlined in garden club's budget.

June:

- Complete MGC garden club roster and return with dues check to MGC by June 1st.

January:

- Seek input from garden club board members and committee chairman on budget process for the next fiscal year.

February:

- Present proposed budget for next fiscal year to garden club board for approval.
- Print budget in club news letter or select another method of sharing with your membership prior to voting on it.

March:

- Present proposed budget to club membership for approval at garden club meeting.

April:

- Seek approval from garden club board for donations to NGC/ MGC sponsored non-profit organizations such as: Loda Lake, MGC Scholarship Fund, Penny Pines, World Gardening.
- Collect club member's annual dues.
- How many clubs have a June 1 to May 31 year

Budget

Seek input from Garden Club Board members and Committee Chairs on budget process for the next fiscal year.

Garden Club Budget 2012-2013

Projected Income:

Dues

Ways & Means

Fund Raisers

Other income

TOTAL INCOME

Budget:

Projected Expenses:

Committees:

Awards

Yearbook

Membership

Newsletter

Etc.

Projected Expenses:

Community Outreach

Habitat for Humanity

Beautification Project

Education:

Flower Show

Programs

Fundraisers:

Garden Tour

Projected Expenses:

Business Expenses

MGC Dues

District Meetings

Goodwill

Insurance

Office/Correspondence

Donations

Loda Lake

TOTAL EXPENSES

BUDGET BALANCES

Proposed Budget Income

=

Proposed Budget
Expenses

Monthly Treasurer's Report

Include:

Date

Beginning Balance

Income

Balance

Disbursements (Expenses)

Total Disbursements (Expenses)

Ending Balance in Check Book = Bank Statement

**GARDEN CLUB
REIMBURSEMENT FORM**

Date: _____

Committee name: _____

Member's Name: _____ Phone #: _____

Address: _____ City: _____ Zip: _____

ITEMS PURCHASED:

AMOUNT:

_____	_____
_____	_____
_____	_____
_____	_____

TOTAL: _____

TO BE COMPLETED BY TREASURER

Date paid: _____

Check #: _____

Amount Paid: _____ Paid To: _____

Signature: _____

*RECEIPT MUST BE STAPED TO FORM BEFORE CHECK IS WRITTEN

**GARDEN CLUB
DEPOSIT FORM**

Date: _____

Amount: _____

Number of items in the deposit and how allocated:

Signature: _____

EIN- Employer Identification Number

Also known as

Federal Tax Identification Number

Federal Employer Identification Number

FEIN

This is a number that the Government assigns to an entity to identify the business

EIN NUMBER

We Recommend

If your club has a Bank Account:

YOU NEED AND EIN

DO NOT USE A MEMBER'S PERSONAL
SOCIAL SECURITY NUMBER

How to apply:

www.taxid-gov.us/

An application is found in your handouts

Please have more than one person's signature on
the account

Do You Need a 501 c 3??

- 501 c3 is a Federal Tax recognition of an organization's Non-Profit Status
- Please consult with a professional—an attorney—for advice to
- Determine whether your club needs it
or
- If you plan to acquire this Non-Profit Status.