

San Clemente Garden Club Expense Form

Date:

Requested by:

Print clearly and attach all receipts &

circle budget line item:

Amount (\$)

Awards

Civic Beautification

Correspondence

Donations to National, State & Local Projects

Dues (state/district/IRS/GG Mag.)

President's Expenses

Convention

Field trips

Front Garden Contest

Garden Therapy

Garden Tour

Hospitality/Welcome Event

Insurance

Jr. Gardening

Concordia

Marblehead

Shorecliffs

JG General Budget

Life Memberships

Luncheon Decorations/Entertainment

Membership

National Garden Week/Memorial Day

Newsletter (Printing & Postage)

Officer's Expenses

Photography/Historian

Publicity

Programs

Rent

Club Meetings/Certs/Other

Post Office Box

State Park Donation - Jr. Gardener Award

Scholarship (includes Endowment Fund Interest)

Ways & Means

Fall Plant Sale

Spring GardenFest

Other Events

Website

Workshops

Yearbook (Printing & Postage)

Miscellaneous (Be specific)

Check Payable To:

Total Amount (\$):

Note: All bills in excess of approved budget must be submitted to the Executive Board for approval.