

# ARIZONA FEDERATION OF GARDEN CLUBS, INC.

## AFGC PROCEDURE

### CONVENTION FINANCIAL GUIDELINES

#### GENERAL

1. Registration fee based on a break-even budget of anticipated income and expenses with District Director's concurrence.
  - a) Income: Registration Fees, Meals, Raffle/Sale Table, and other.
  - b) Expenses: Facility Rental, Meals, Program Speakers' Fees and Non-Paying Guests, etc.
  - c) Non-paying guests: NGC, Inc. President, Pacific Region Director, AFGC President and speakers.
2. If meeting fails to meet expenses, the state covers the loss.
3. Any overage excluding District profit percentage (10%) is returned to the state.
4. On registration form: Check is to be made payable to: *AFGC Convention (year)*.
5. The Convention Treasurer shall:
  - a) Be responsible for the accounting of all monies and the collection of funds.
  - b) Fill out and sign the Record Sheets and mail with Financial Report.
  - c) Mail Financial Report to AFGC Treasurer within two week of convention.
  - d) Notify AFGC President, AFGC Finance Committee Chairman, AFGC Treasurer and all Convention Chairmen, if anticipates a loss.
  - e) Close out bank account after all checks have cleared.
6. Make extra copies of Deposit/Payment Record Sheets as needed.

#### RECEIPT OF MONEY

1. Convention Registration Chairman prepares a reservation form including date, individual's name, garden club, amount received and if a check or cash.
2. Before check(s) are deposited/cashed/given to the Convention Treasurer, two photocopies are made of the check(s). One for the Convention Registration Chairman and one for the Convention Treasurer, to verify the check(s) received.
3. Fill out a Deposit Record Sheet for each deposit.

#### PAYMENT OF BILLS

1. Payment made by Convention Treasurer.
2. Payment is by check only to verify proof of payment made.
3. Fill out a Payment Record Sheet for each disbursement and attach bill or invoice.

#### CONVENTION FINANCIAL REPORT

1. Final Financial Report shall include;
  - a) Receipts: total income with amount received by category.  
Example: Registration, Meals, Raffle/Sale Table, Other-donations.
  - b) Expenditures: total disbursements with amount paid by category.  
Example: Meals, Duplication, Postage, Decorations, Rentals, Name Tags, etc.
  - c) Attach copies of all Deposit and Payment Record Sheets with income check photocopy or bill/invoice attached.
2. Convention Treasurer shall submit Final Financial Report within 2 weeks following the clearing of all checks in the convention account:
  - a) AFGC Treasurer
  - b) AFGC Finance Committee Chairman
  - c) Convention General Co-Chairman
  - d) Archivist