

# ANNUAL EXPENDITURE & INCOME REPORT FORM

Committee: \_\_\_\_\_

Date of Report \_\_\_\_\_ Forecast \_\_\_\_ Actual \_\_\_\_ Board Approval Date \_\_\_\_\_

Item Description	Expenses Year _____	Gross Income Year _____
Cost of Merchandise for Resale (ex. trees, books, clothing, etc.)		
Packing Materials (ex. tree wrapping material, shrink wrap, etc.)		
Rental Fees		
Stationary Supplies		
Photographic Supplies & CDs		
Postage and/or Shipping Fees		
Advertising Fees -		
• Print Media		
• Radio Television		
Publicity/Publications (ex. fliers, ticket books, seminars, etc.)		
• In house		
• Out sourced		
Program Committee Meals and Refreshments		
Annual Awards Dinner Catering & Meals		
Speaker -		
• Fees		
• Expenses		
I.D. Tags		
Plaques		
Maps & Signs		
Refreshment Costs		
Corporate Project Costs (ex. Quilt Garden, Extension Office, Ag Hall, etc.)		
Corporate Fees and Grants		
Miscellaneous		
<b>TOTAL</b>		

Draft Rev. 2 dated 9/21/2009

MMGA Board Approved 9/21/2009