



**Lake Minnetonka Garden Club  
EXPENSE REPORT**

Date \_\_\_\_\_

Committee \_\_\_\_\_

Item – Reimbursable expenses	Amount
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
Total	\$ _____

Item – <i>Don't reimburse me ....this is for informational purposes only!</i>	Amount
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
Total	\$ _____

Thank you for your donation!

Total \$ \_\_\_\_\_

*Non-reimbursed expenses incurred and paid for by members in carrying out **required duties** as a member of the Club are tax deductible. For more information see IRS Publication 526. Keep all receipts and records for these expenses for a period of at least 3 years.*

Submitted by \_\_\_\_\_

Check Payable to \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Please submit this form and your receipts for reimbursable expenses to the LMGC bookkeeper:

**Mary Upjohn:** redmg5@aol.com  
2705 Maplewood Circle East  
Wayzata, MN 55391

Although LMGC is a 501(3)(c) tax-exempt organization under the IRS, it is not exempt from state sales taxes.