

POLICY FOR THE USE OF
FFGC TAX EXEMPTION CERTIFICATE
AND
FFGC FEDERAL EMPLOYEE IDENTIFICATION NUMBER (FEIN)

1. Those who are involved in a Fundraising effort/event in which FFGC will share in the profit, or who are raising funds solely for FFGC, are entitled to use the FFGC Tax Exemption Certificate for the following:
 - purchase of supplies directly related to the event, school, program, convention, etc. such as paper, folders, copies and some food services.
 - rental of venues in which to hold the event; hotel rooms for VIPs;

2. A budget will be submitted to the Finance Committee Chairman at least 6 months prior to the event for approval.

3. No more than 45 days after the event, a full financial statement (approved budget versus actual income/expenditures) and all receipts (or copies of receipts) for goods purchased using the FFGC Tax Exemption Certificate will be sent to the FFGC Treasurer. A copy of this financial statement will be submitted to the Finance Committee Chairman.

4. FFGC's FEIN (Federal Employee Identification Number) may be used, upon approval of FFGC Treasurer, to open bank accounts for specific fund raiser events, Conventions, reserving of venues, and other events as brought to the Finance Committee for approval.

5. Bank accounts belonging to Clubs, Circles, Districts or specific events must adhere to the following format for return address imprint on their checks:
 - District number, Florida Federation of Garden Clubs, Inc.
 - The Treasurer's address, City, State and Zip code+4.
 - OR
 - Club/Council name, District number, Florida Federation of Garden Clubs, Inc.
 - The Treasurer's address, OR the Garden Center's address, wherever mail is delivered
 - City, State and Zip code+4.

NOTE: Conventions would have their imprint read:

FFGC 20XX Convention (or as the Convention Manual suggests)
Address may be that of treasurer of convention, city, state, zip+4