

TOASTMASTERS INTERNATIONAL®

TOASTMASTERS INTERNATIONAL ANNUAL BUDGET Due to WHQ by September 30th

2010 - 2011

DISTRICT 55

* 1.00000

US Dollars
USD

USD

District Revenue			
Membership Revenue	43,239		43,239
Conference Revenue	37,750		37,750
Fundraising Revenue	-		-
TLI Revenue	-		-
District Store Revenue	3,135		3,135
Donations	-		-
Interest	-		-
Miscellaneous-Revenue	-		-
Total Revenue	84,124		84,124
District Expenses			
Conference Expenses	(37,750)		(37,750)
Fundraising Expense	-		-
TLI Expenses	(3,800)	16%	(3,800)
District Store Expenses	(3,135)	(25% max*)	(3,135)
Marketing	(15,214)	2%	(15,214)
Communications & Public Relations	(1,650)	(30% max*)	(1,650)
Education & Training	(14,788)	19%	(14,788)
Speech Contest	(4,236)	4%	(4,236)
Administration	(3,966)	(20% max*)	(3,966)
Travel	(9,706)	(30% max*)	(9,706)
Other Expenses	(3,440)	(10% max*)	(3,440)
Total Expense	(97,685)		(97,685)
District Net Income/Loss			
	(13,561)		(13,561)

* For **U.S. Districts** leave this cell with the rate of 1.00. For **Non-U.S. Districts**, insert the appropriate exchange rate (for the budget the rate should be as of June 30th), per the OANDA.com website. See the instruction tab on how to get the exchange rate from the OANDA website.

* This is the maximum percent of total expenses a district can have towards the specific account groupings.

^ Total Leadership Institute expense is combined with total Education and Training expense when calculating the maximum allowable expense.

Local Banks Reconciliation

Enter balances in as local currency
USD

Account Name Per Bank Statement	Account Code	100	105	110	115	120
Bank Name						
Account #						

DISTRICT LOCAL BANK ACCOUNTS (First 5):

Total

Book Balance as of June 30th:

\$	9,475	(1)	\$	-	\$	-	\$	-
----	-------	-----	----	---	----	---	----	---

Account Name Per Bank Statement	Account Code	125	130	135	140	145
Bank Name						
Account #						

DISTRICT LOCAL BANK ACCOUNTS (Second 5):

Total

Book Balance as of June 30th:

\$	-	(2)	\$	-	\$	-	\$	-
----	---	-----	----	---	----	---	----	---

RECONCILED BALANCE

IN DISTRICT LOCAL BANK ACCOUNTS:

\$	9,475	(1)+(2)	\$	9,475	Reconciled balance converted to U.S. dollars.
----	-------	---------	----	-------	---

TOASTMASTERS INTERNATIONAL*

ANNUAL BUDGET
2010

DISTRICT 55

Enter revenue as positive and expenses as negative.

Account	Account Name	USD														
		Jul-10	Aug-10	Sep-10	Oct-10	Nov-10	Dec-10	Jan-11	Feb-11	Mar-11	Apr-11	May-11	Jun-11	Total		
Marketing	706 Marketing-Building new clubs	(550)	(550)	(550)	(550)	(550)	(550)	(550)	(550)	(550)	(550)	(550)	(550)	(550)	(6,600)	
	710 Marketing-Membership growth	(300)	(300)	(300)	(300)	(300)	(300)	(300)	(300)	(300)	(300)	(300)	(300)	(300)	(3,750)	
	715 Marketing-Club coaches	(61)	(61)	(61)	(61)	(61)	(61)	(61)	(61)	(61)	(61)	(61)	(61)	(61)	(729)	
	720 Marketing-Rebuilding	(92)	(92)	(92)	(92)	(92)	(92)	(92)	(92)	(92)	(92)	(92)	(92)	(92)	(1,088)	
	725 Marketing-Recognition	(175)	(175)	(175)	(175)	(175)	(175)	(175)	(175)	(175)	(175)	(175)	(175)	(175)	(2,106)	
	730 Marketing-Other Expense	(77)	(77)	(77)	(77)	(77)	(77)	(77)	(77)	(77)	(77)	(77)	(77)	(77)	(918)	
		(1,255)	(1,255)	(1,255)	(1,255)	(1,255)	(1,255)	(1,255)	(1,255)	(1,255)	(1,255)	(1,255)	(1,255)	(1,255)	(15,214)	
	Total Marketing															
	Communication and Public Relations	735 CPR-District newsletter	(50)	(50)	(50)	(50)	(50)	(50)	(50)	(50)	(50)	(50)	(50)	(50)	(50)	(500)
		740 CPR-Web page	(500)													(500)
745 CPR-Directory															-	
750 CPR-Postage		(50)	(50)	(50)	(50)	(50)	(50)	(50)	(50)	(50)	(50)	(50)	(50)	(50)	(600)	
755 CPR-Other-Expense		(550)	(100)	(100)	(100)	(100)	(100)	(100)	(100)	(100)	(100)	(100)	(100)	(100)	(1,850)	
Total Communication and Public Relations															(24,421)	
Education and Training	760 ET-Mid Year Training Registration Fees (Top 3)	(150)	(405)	(520)	(520)	(30)	(30)	(30)	(30)	(90)	(1,95)	(30)	(30)	(1,030)	(980)	
	765 ET-Distinguished clubs	(100)	(3,300)	(300)	(300)	(100)	(100)	(100)	(100)	(1,500)	(300)	(300)	(300)	(300)	(3,450)	
	770 ET-Training club officers	(383)	(300)	(300)	(300)	(400)	(400)	(400)	(400)	(300)	(300)	(300)	(300)	(300)	(6,100)	
	775 ET-Training division and area governors		(500)												(2,893)	
	780 ET-Distinguished areas and divisions	(835)													(1,450)	
	785 ET-Other Expense	(393)	(1,198)	(4,555)	(530)	(30)	(880)	(830)	(130)	(1,830)	(1,585)	(30)	(30)	(30)	(835)	
	Total Education and Training															(14,788)
Speech Contest	800 SC-Awards and certificates	(160)	(1,036)			(1,200)	(160)								(2,556)	
	805 SC-Other Expense	(840)					(840)								(1,680)	
	Total Speech Contest															(6,236)
Administration	810 Admin-Stationery	(25)	(25)	(25)	(25)	(25)	(25)	(25)	(25)	(25)	(25)	(25)	(25)	(25)	(300)	
	815 Admin-Phone	(70)	(95)	(95)	(95)	(35)	(35)	(35)	(35)	(35)	(35)	(35)	(35)	(35)	(455)	
	820 Admin-Postage	(15)	(85)	(50)	(160)										(159)	
	825 Admin-Webbats	(40)	(786)	(635)	(220)	(80)	(80)	(80)	(80)	(150)	(200)	(200)	(200)	(200)	(3,005)	
	Total Administration															(3,969)
																(19,837)
Travel	835 Travel-District-District governor/it. governors	(158)	(100)	(100)	(100)	(100)	(100)	(100)	(100)	(200)	(200)	(200)	(200)	(200)	(1,931)	
	840 Travel-District-Division governors	(113)	(232)	(361)	(185)	(232)	(185)	(232)	(232)	(186)	(100)	(100)	(100)	(100)	(2,397)	
	845 Travel-District-Other district officers	(304)	(202)	(423)	(300)	(200)	(200)	(200)	(200)	(300)	(200)	(200)	(200)	(200)	(3,464)	
	850 Travel-District-Confir. District officers														(400)	
	855 Travel-Intnl Confir. District governor	(250)													(250)	
	860 Travel-Intnl Confir. Lt. governor education & training	(285)													(285)	
	865 Travel-Intnl Confir. Lt. governor marketing	(70)													(285)	
	870 Travel-Intnl Confir. Immediate past district governor	(578)	(2,016)	(821)	(565)	(750)	(488)	(807)	(815)	(888)	(500)	(500)	(500)	(500)	(7,051)	
	Total Travel															(9,709)
																(29,306)
Other Expense	880 Equipment purchase	(100)	(100)	(100)	(100)	(100)	(100)	(100)	(100)	(100)	(100)	(100)	(100)	(100)	(1,920)	
	880 Miscellaneous Expenses	(100)	(700)	(800)	(820)	(100)	(100)	(100)	(100)	(100)	(100)	(100)	(100)	(100)	(1,920)	
	Total Other Expense															(3,740)
Net Income/(Loss)																
	(518)	(6,277)	1,774	10,089	1,450	(18,176)	(434)	(1,094)	5,497	11,501	(1,076)	(18,103)			(13,561)	

Following is a brief description/explanation of the estimated income and estimated expenses based on the goals outlined in the district success plan. The white rows are not password protected. Users may adjust the white area as necessary by adjusting the row height. Alternatively, a separate sheet may be used. **Each section of this narrative page must be completed in order for this report to be considered complete and counted as received by WHQ.**

(Numbers are pulled from Monthly Budget tab)

USD
Budgeted \$

Membership Revenue

43,239

\$10,810 must be kept in reserve; We had \$26,325.96 in our District Reserve fund as of June 30, 2010. TI estimates that we will receive \$43,239 in membership income this year plus \$31.35 from bookstore sales plus \$37,750 for the conferences. The budget has no line to include the \$26, 325.96 from the District Reserve fund, so the Summary shows a deficit of \$13, 561 instead of the actual surplus of \$1954.96.

Conference Net Income/(Loss)

-

We are budgeting to have no net income or loss. Other conference related expenses are for comped hotel and conference registrations for speaker and possible ID visit.

Fundraising Net Income/(Loss)

-

non existent

TLI Net Income/(Loss)

(3,800)

non existent

District Store Net Income/(Loss)

-

We are budgeting to have no net income or loss.

Other Revenue

-

non existent

TOASTMASTERS INTERNATIONAL®

TOASTMASTERS INTERNATIONAL ANNUAL BUDGET 2010

DISTRICT

Following is a brief description/explanation of the estimated income and estimated expenses based on the goals outlined in the district success plan. The white rows are not password protected. Users may adjust the white area as necessary by adjusting the row height. Alternatively, a separate sheet may be used. **Each section of this narrative page must be completed in order for this report to be considered complete and counted as received by WHQ.**

(Numbers are pulled from Monthly Budget tab)

USD
Budgeted \$
(14,695)

Marketing

Marketing

705 Replenish new club demo kits & new club charter incentives ; 710 Gift Certificates for each club w/ greater than 12 members. April includes Early Bird ribbons; 715 Club coach kits (10); 720 Gift Certificates for each club w/ 12 or fewer members; 725 Recognition for CAP winners, New club sponsors & mentors, Members w/ 25+ years in Toastmasters, End of year membership incentive; 730 Postage, supplies, printing.

Communications and Public Relations

Communication and PR

735 Mail Chimp Fees 740 July 500 for website design program 755 June Distinguished District banner and PRO projects

(3,375)

Education and Training

765 Dist clubs August: sticky stars for Club Success Banner ribbons; September: \$375 for CDs for club getting 5 DCP points; Oct. \$250 Jack Rabbit Dash recognition; \$250 DTM awards; April: \$125 for CDs for club getting 5 DCP points; \$250 for DTM medallions; \$600 for Go for Gold badges for the year; \$150, IRS banner ribbons; June: Distinguished Clubs Incentive; September-June: CC-CL Incentive (\$300) spaced over 10 months ; 770 training club officers, August, Jan-Feb : training sessions; Sept.: 7 officers trained incentive; March: 7 officers trained incentive; 775 Training Div and area gobs July: initial training expense; Sept, March, Jan, June: DEC meetings and incoming DEC training; 780 Distinguished areas and divisions; Sept. \$50 for Jack Rabbit Dash individual ribbons; \$500 engraving for Hall of Fame trophies for Div and Area gobs; April Incentive to reach Distinguished; June: Distinguished Areas and Division awards 785 ET Other August: International Convention Registration for Trio plus IPDG

(10,742)

Speech contests

(4,016)

800 trophies 805 speech contest kits

Administration

(2,655)

810 stationery for cards sent by DG to members achieving education and leadership awards and paper for printer 820 postage for congratulatory cards 825 website hosting service fee 830 July: wire transfer fees \$35 August: administration (other)---Excel program for district treasurer; ink and paper for printing; incentive for getting "International" proxies ; Sept. printing for Hall of Fame program and engraving for Hall of Fame awards (not those for AGs and Div Gs) Oct. and March incentive ribbons; Oct engraving for PDG plaque April pins for incoming trio and Div Govs; June incoming DEC badges and ribbons for incoming DEC members June Of the Year Awards and Trio meeting expenses

Travel

(8,830)

835 Jan. expense for midyear training

Other Expense

(1,060)

880 August Printer/copier purchased with donated funds; Sept. PA system for DEC; Oct. cartridges for printer/copier 890 Hall of Fame Appreciation Awards for last year (not Ags and DivGs --they are included in Education and Training)

Chart of Accounts

Statement Category	Account #s	Account Name	Notes	
Cash	100	- :	For main district bank account.	
	105	- :	For Division Accounts, Area Accounts, saving accounts and all other account used for District funds	
	110	- :	For Division Accounts, Area Accounts, saving accounts and all other account used for District funds	
	115	- :	For Division Accounts, Area Accounts, saving accounts and all other account used for District funds	
	120	- :	For Division Accounts, Area Accounts, saving accounts and all other account used for District funds	
	125	- :	For Division Accounts, Area Accounts, saving accounts and all other account used for District funds	
	130	- :	For Division Accounts, Area Accounts, saving accounts and all other account used for District funds	
	135	- :	For Division Accounts, Area Accounts, saving accounts and all other account used for District funds	
	140	- :	For Division Accounts, Area Accounts, saving accounts and all other account used for District funds	
	145	- :	For Division Accounts, Area Accounts, saving accounts and all other account used for District funds	
	Non-Cash Assets	200	District Reserve Receivable	Use this account number for all funds requests. (See instructions tab on monthly reports for more information.)
	Liabilities	305	Accrued Liabilities	Use of this account is to account for unpaid bills in the months of December and June only. (See instructions tab on
	Revenue	500	Member Revenue	Use this account to track membership income earned per the monthly district statement received from WHQ.
		505	Conference-Member registrations	Use this account to track revenue received from this function.
		510	Conference-Spouse / guest registrations	Use this account to track revenue received from this function.
	515	Conference-Late registrations	Use this account to track revenue received from this function.	
	520	Conference-Luncheon tickets	Use this account to track revenue received from this function.	
	525	Conference-Banquet tickets	Use this account to track revenue received from this function.	
	530	Conference-Speech contest	Use this account to track revenue received from this function.	
	535	Conference-Raffle	Use this account to track revenue received from this function.	
	540	Conference-Other Revenue	Use this account to track revenue received from this function.	
	545	Fundraising Revenue-Event 1	Use this account to track revenue received from this function.	
	550	Fundraising Revenue-Event 2	Use this account to track revenue received from this function.	
	555	Fundraising Revenue-Event 3	Use this account to track revenue received from this function.	
	560	Fundraising Revenue-Additional Events	Use this account to track revenue received from this function, not accounted for in account 545, 550, and 555.	
	565	TLI Revenue	Use this account to track revenue received from this function.	
	570	District Store Revenue	Use this account to track revenue received from this function.	
	575	Donations	Use this account to track revenue received from this function.	
	580	Interest	Use this account to track revenue received from this function.	
	585	Miscellaneous-Revenue	Use this account to track revenue received from this function.	
Expenses	610	Conference-supplies (not from TI)	Use this account to track expenses from this function.	
	615	Conference-Programs and printing	Use this account to track expenses from this function.	
	620	Conference-Audiovisual equipment	Use this account to track expenses from this function.	
	625	Conference-Hotel / meeting room expenses	Use this account to track expenses from this function.	
	630	Conference-Awards, certificates, etc.	Use this account to track expenses from this function.	
	635	Conference-Postage	Use this account to track expenses from this function.	
	640	Conference-Meal expense	Use this account to track expenses from this function.	
	645	Conference-Other Expenses	Use this account to track expenses from this function.	
	650	Fundraising Expense	Use this account to track expenses from this function.	
	660	TLI-Supplies (not from TI)	Use this account to track expenses from this function.	
	665	TLI-Program and printing	Use this account to track expenses from this function.	
	670	TLI-Audiovisual equipment	Use this account to track expenses from this function.	
	675	TLI-Meeting room	Use this account to track expenses from this function.	
	680	TLI-Awards, certificates	Use this account to track expenses from this function.	
	685	TLI-Postage	Use this account to track expenses from this function.	
	690	TLI-Other Expense	Use this account to track expenses from this function.	
	695	District Store expenses (District Orders only)	Use this account to track all orders listed on the monthly district statement from WHQ	
	700	District Store expenses (not from TI)	Use this account to track expenses from the district store other than district orders.	
	705	Marketing-Building new clubs	Use this account to track expenses from this function.	
	710	Marketing-Membership growth	Use this account to track expenses from this function.	
	715	Marketing-Club coaches	Use this account to track expenses from this function.	
	720	Marketing-Rebuilding	Use this account to track expenses from this function.	
	725	Marketing-Recognition	Use this account to track expenses from this function.	
	730	Marketing-Other Expense	Use this account to track expenses from this function.	
	735	CPR-District newsletter	Use this account to track expenses from this function.	
	740	CPR-Web page	Use this account to track expenses from this function.	
	745	CPR-Directory	Use this account to track expenses from this function.	
	750	CPR-Postage	Use this account to track expenses from this function.	
	755	CPR-Other-Expense	Use this account to track expenses from this function.	
	760	ET-Mid Year Training Registration Fees (Top 3)	Use this account to track expenses from this function.	
	765	ET-Distinguished clubs	Use this account to track expenses from this function.	
	770	ET-Training club officers	Use this account to track expenses from this function.	
	775	ET-Training division and area governors	Use this account to track expenses from this function.	
	780	ET-Distinguished areas and divisions	Use this account to track expenses from this function.	
	785	ET-Other Expense	Use this account to track expenses from this function.	
	800	SC-Awards and certificates	Use this account to track expenses from this function.	
	805	SC-Other Expense	Use this account to track expenses from this function.	
	810	Admin-Stationery	Use this account to track expenses from this function.	
	815	Admin-Phone	Use this account to track expenses from this function.	
	820	Admin-Postage	Use this account to track expenses from this function.	
	825	Admin-Website	Use this account to track expenses from this function.	
	830	Admin-Other Expense	Use this account to track expenses from this function.	
	835	Travel-District-District governor/Lt. governors	Use this account to track expenses from this function.	
	840	Travel-District-Division governors	Use this account to track expenses from this function.	
	845	Travel-District-Area governors	Use this account to track expenses from this function.	
	850	Travel-District-Other district officers	Use this account to track expenses from this function.	
	855	Travel-Intnl Convtm-District governor	Use this account to track expenses from this function.	
	860	Travel-Intnl Convtm-Lt. governor education & training	Use this account to track expenses from this function.	
	865	Travel-Intnl Convtm-Lt. governor marketing	Use this account to track expenses from this function.	
	870	Travel-Intnl Convtm-Immediate past district governor	Use this account to track expenses from this function.	
880	Equipment purchase	Use this account to track expenses from this function.		
890	Miscellaneous Expenses	Use this account to track expenses from this function.		

INSTRUCTIONS:

1. Print out entire Budget Report including narrative and certification sheet.
2. Obtain related signature below. This certification must be complete in order for the report to be considered received by the WHQ.
3. Submit approved report to World Headquarters as follows:
 - * Email Excel file to DistrictFinancialReports@toastmasters.org
 - * Also send a hard copy of ONLY the Summary tab and completed Certification page by:
 - * Scanning and emailing to the above address
 - * Or fax to (949) 589-3456
4. Due at WHQ by September 30, 2010

NOTE 1: Reserve funds can not be released until completed reports are turned in to WHQ

NOTE 2: Electronic signatures are not acceptable.

USD
(From Summary tab)
Budgeted Net Income/(Loss)
(13,563)

We, the undersigned, certify that this budget and narrative cover estimated receipts and expenditures for the district year. This budget directs the financial resources entrusted to the district toward achieving the district mission and will be presented to the district council for approval at its next meeting.

Grace Jennings 9/15/10
District Governor Date

Linda Williams 9/15/10
Lt. Governor Education and Training Date

Jason Wilson 9/15/10
Lt. Governor Marketing Date

Robert A. Stone 9/15/10
District Treasurer Date