



**TOASTMASTERS INTERNATIONAL
ANNUAL BUDGET - DISTRICT NO.
Due at WHQ by September 30, 2009**

FOR THE PERIOD JULY 1, 2009 - JUNE 30, 2010

		<u>BUDGET</u>	<u>% OF FUNDS</u>
I. FUNDS AVAILABLE			
Acct.#	A. BEGINNING BALANCES:		
100	Reconciled balance in district local bank account(s) on July 1 (Includes funds in any division, area, conference or other accounts)	6,115.22	
120	Balance in district reserve account at WHQ on July 1 (from WHQ)	13,461.14	
	TOTAL BEGINNING BALANCE	19,576.36	A 33.2%
400	B. ESTIMATED NEW FUNDS AVAILABLE - INCOME: MEMBERSHIP INCOME FROM WHQ:		
	In August (following the June 30 period end) WHQ will provide the amount to be entered in Box B. This sum will equal the total per capita income from the prior year.		
	Total membership income (from WHQ)	37,798.24	B 64.1%
	C. OTHER INCOME (List specific sources):		
410	1. Fall conference net income (from page 4)	525.00	
430	2. Spring conference net income (from page 5)	525.00	
480	3. Interest		
490	4. Other: Auction and raffle proceeds	500.00	
	N/A		
	N/A		
	Total other income	1,550.00	C 2.6%
	TOTAL ESTIMATED FUNDS AVAILABLE (A plus B plus C)	58,924.60	D 100.0%
II. EXPENSES:			
600	A. Marketing (from page 2) (no limit*)	27.7% 13,700.00	
610	B. Communications and public relations (from page 2) (25% max*)	13.0% 6,450.00	
620	C. Education and training (from page 2) (30% max*)	27.3% 11,000.00	
630	D. Speech contests (from page 2) (10% max*)	9.7% 4,800.00	
640	E. Administration (from page 2) (20% max*)	1.6% 800.00	
650	F. Travel (from page 3) (30% max*)	18.6% 9,200.00	
700	G. Other (from page 3) (10% max*)	2.0% 1,000.00	
	TOTAL EXPENSES	46,950.00	E
III. 570 LEADERSHIP INSTITUTE (from page 3)		2,500.00	F
	<i>Note: this amount is included with Education & training when calculating the maximum allowable expense</i>		
IV. DISTRICT STORE			
450	1. Sales	2,500.00	
551	2. Purchases from WHQ (INPUT NEGATIVE NUMBER)	(2,500.00)	
559	3. Other store expenses (INPUT NEGATIVE NUMBER)		
	DISTRICT STORE INCOME (LOSS), NET	-	G
V. ESTIMATED FUNDS AVAILABLE TO NEXT ADMINISTRATION (D - E - F + G)		9,474.60	H
VI. LESS: REQUIRED DISTRICT RESERVE FUND BALANCE AT YEAR-END		9,449.56	I
	In August (following the June 30 period end) WHQ will provide the required fund balance to be entered.		
VII. BUDGETED FUNDS IN EXCESS OF BUDGETED EXPENSES (H minus I)		25.04	

For this budget to be complete, the following must be attached: the pages detailing expenses A through G, district conference income, the budget narrative explaining expenditures in each expense category and the signed certification page. All estimated income and expenses for the year must be included and this form and the certification must be signed by the district governor, lt. governor education and training, lt. governor marketing, and district treasurer. The district administrative bylaws require that this budget be submitted for approval at the first district council meeting of the year.

* Estimated budget expenditures cannot exceed the listed maximum percent of total expense.

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VIII. DETAIL OF EXPENSES:

BUDGET

Acct.#

A. 600 Marketing

601	1.	Building new clubs	5,000.00
602	2.	Membership growth	4,100.00
603	3.	Club coaches	1,600.00
604	4.	Rebuilding	1,000.00
605	5.	Recognition	1,000.00
606	6.	Other	1,000.00

600 TOTAL Marketing (goes to page 1, Sec II. A) 13,700.00

Percentage of total expenses (No limit) 27.7%

B. 610 Communications & public relations

611	1.	District newsletter	950.00
612	2.	Web page	4,200.00
613	3.	Directory	
614	4.	Postage	800.00
615	5.	Other	500.00

610 TOTAL Communications & public relations (goes to page 1, Sec II. B) 6,450.00

Percentage of total expenses 25% max 13.0%

C. 620 Education and training

621	1.	Distinguished clubs	3,500.00
622	2.	Training club officers	3,500.00
623	3.	Training division and area governors	2,500.00
624	4.	Distinguished areas and divisions	1,000.00
625	5.	Other	500.00

620 TOTAL Education and training (goes to page 1, Sec II. C) 11,000.00

Percentage of total expenses 30% max 27.3%

Note: this calculation includes Leadership institute total expenses

D. 630 Speech contests

631	1.	Awards and certificates	3,800.00
632	2.	Other	1,000.00

630 Total Speech contests (goes to page 1, Sec II. D) 4,800.00

Percentage of total expenses 10% max 9.7%

E. 640 Administration

641	1.	Stationery	100.00
642	2.	Phone	100.00
643	3.	Postage	100.00
644	4.	Website	
645	5.	Other	500.00

640 TOTAL Administration (goes to page 1, Sec II. E) 800.00

Percentage of total expenses 20% max 1.6%

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VIII. DETAIL OF EXPENSES (continued):

BUDGET

	<u>Acct.#</u>		
F.	650	Travel	
	651	1. Within district	
	652	a. District governor/lt. governors	1,500.00
	653	b. Division governors	1,500.00
	654	c. Area governors	1,000.00
	655	d. Other district officers	
	651	Total travel within district	4,000.00
	660	2. Mid year training (DG & LGS)	
	661	a. Transportation	600.00
	662	b. Accommodation/registration	1,500.00
	660	Total mid year training	2,100.00
	670	3. Regional conference transportation/registration/accommodation	
	671	a. District governor elect	
	672	b. Lt. governor elect	
	673	c. Current district governor	
	674	d. District treasurer	
	675	e. District public relations officer	
	670	Total regional conference expense	-
	680	4. International convention transportation/registration/accommodation	
	681	a. District governor	530.00
	682	b. Lt. governor education & training	930.00
	683	c. Lt. governor marketing	1,050.00
	684	d. Immediate past district governor	590.00
	680	Total international convention expense	3,100.00
	650	TOTAL Travel expense (goes to page 1, Sec II.F)	9,200.00
		Percentage of total expenses	(30% max) <u>18.6%</u>
G.	700	Other	
	705	a. Equipment purchase	500.00
	710	b. Miscellaneous	500.00
	700	Total Other expenses (goes to page 1, Sec II. G)	1,000.00
		Percentage of total expenses	(10% max) <u>2.0%</u>

IX. LEADERSHIP INSTITUTE:

	570	Leadership institute expenses	
	571	1. Supplies from WHQ	
	572	2. Other supplies	1,000.00
	573	3. Program and printing	100.00
	574	4. Audiovisual equipment	
	575	4. Meeting room	1,300.00
	576	4. Awards, certificates	
	577	4. Postage	
	579	5. Other	100.00
	570	TOTAL LEADERSHIP INSTITUTE (goes to page 1, Sec III.)	2,500.00

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X. FALL CONFERENCE INCOME AND EXPENSE

Acct.#

A. 410 Fall conference income

411	1.	20	Member registrations	at \$	85.00	1,700.00
412	2.	5	Spouse / guest registrations	at \$	100.00	500.00
413	3.	70	Late registrations	at \$	120.00	8,400.00
414	4.	5	Luncheon tickets	at \$	45.00	225.00
415	5.	10	Banquet tickets	at \$	50.00	500.00
416	6.	10	Speech contest	at \$	20.00	200.00
417	7.		Other revenue - Raffle			
418			N/A			
			N/A			
			N/A			

410 TOTAL Fall conference income 11,525.00

B. 510 Fall conference expenses

511	1.	Supplies purchased from TI				500.00
512	2.	Other supplies				1,000.00
513	3.	Programs and printing				200.00
514	4.	Audiovisual equipment				
515	5.	Hotel / meeting room expenses				1,000.00
516	6.	Awards, certificates, etc.				200.00
517	7.	Postage				100.00
518	8.	Meal expense				5,000.00
519	9.	Other				
			N/A			1,000.00
			N/A			1,000.00
			N/A			1,000.00

510 TOTAL Fall conference expenses 11,000.00

410 NET FALL CONFERENCE INCOME (LOSS) (A - B) 525.00

(goes to page 1, Sec I./C. 1.)

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BUDGET

XI. SPRING CONFERENCE INCOME AND EXPENSE

<u>Acct.#</u>				<u>BUDGET</u>
A. 430	Spring conference income			
431	1.	20	Member registrations	at \$ 85.00 1,700.00
432	2.	5	Spouse /guest registrations	at \$ 100.00 500.00
433	3.	70	Late registrations	at \$ 120.00 8,400.00
434	4.	5	Luncheon tickets	at \$ 45.00 225.00
435	5.	10	Banquet tickets	at \$ 50.00 500.00
436	6.	10	Speech contest	at \$ 20.00 200.00
437	7.		Other revenue - Raffle	
438			N/A	
			N/A	
			N/A	
430	TOTAL Spring conference income			11,525.00
B. 530	Spring conference expenses			
531	1.		Supplies purchased from TI	500.00
532	2.		Other supplies	1,000.00
533	3.		Programs and printing	200.00
534	4.		Audiovisual equipment	
535	5.		Hotel / meeting room expenses	1,000.00
536	6.		Awards, certificates, etc.	200.00
537	7.		Postage	100.00
538	8.		Meal expense	5,000.00
539	9.		Other	
			N/A	1,000.00
			N/A	1,000.00
			N/A	1,000.00
530	TOTAL Spring conference expenses			11,000.00
430	NET SPRING CONFERENCE INCOME (LOSS) (A - B)			525.00
	(goes to page 1, Sec I./C. 2.)			

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Following is a brief description/explanation of the estimated funds available and estimated

Funds Available (Section I)

Marketing (Section II, A)

Jack Rabbit Dash program - Club Ambassador Program - Incentives for new clubs

Communications and Public Relations (Section II, B)

One postcard announcing business meeting at spring conference to all members - Website redesign (at the direction of the DEC)

Education and Training (Section II, C)

Club officer pins incentive - Distinguished Club incentive for 4/1

Speech Contest (Section II, D)

Trophies and contest packets for areas, divisions & district

Administration (Section II, E)

Catch-all category that doesn't fit into an actual line item - unexpected expenses

Travel (Section II, F)

No regional this year, so expenses are much less - mid-year training in Texas

Other (Section II, G)

Possible purchase of equipment if needed

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Following is a brief description/explanation of the estimated funds available and estimated expenses

Leadership Institute (Section III)

Fall & Spring TLIs around the District, plus additional trainings sponsored by Divisions

District Store Income and Expenses (Section IV)

Bookstore should be break-even

Fall Conference Net Income (Section I, C, 1)

Normal budgeting based on past experience

Spring Conference Net Income (Section I, C, 2)

Normal budgeting based on past experience

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INSTRUCTIONS:

1. Print out entire budget including narrative and certification sheet.
2. Obtain required signatures as noted below. This certification must be complete in order for the report to be considered received by WHQ.
3. Submit approved budget to World Headquarters
Any one of the following methods is acceptable:
 - * Scan and email to kvangunat@toastmasters.org
 - * Fax to 849-858-1207
 - * Mail to:
Toastmasters International
Attn: Volunteer Support Services
P.O. Box 8052
Mission Viejo, CA 92690

NOTE: Electronic signatures are not acceptable.

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.

Maryant G. Catho 9/25/09
District Governor Date

Grace Jennings 9/22/09
Lt. Governor Education and Training Date

Linda Williams 9/22/09
Lt. Governor Marketing Date

Tricia L. Norman 9/22/09
District Treasurer Date