



District #: 55
 Budget Currency: USD
 Fiscal Year 2018-2019

	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Total
Membership revenue	1,112	6,000	26,603	7,275	2,562	978	2,056	4,136	26,568	7,677	3,084	3,212	91,263
Conference revenue	-	-	-	-	-	-	-	-	-	24,500	-	-	24,500
Fundraising revenue	-	-	-	-	-	-	-	-	-	-	-	-	-
TLI revenue	-	-	-	-	-	-	-	-	-	-	-	-	-
District store revenue	-	460	1,321	50	-	50	50	50	50	100	-	50	2,181
Speech contest revenue	-	-	-	-	-	-	-	-	-	-	-	-	-
Other revenue	2	2	2	2	2	2	1	1	1	1	1	1	18
Total revenue	1,114	6,462	27,926	7,327	2,564	1,030	2,107	4,187	26,619	32,278	3,085	3,263	117,962
Conference expense	-	-	-	-	-	-	-	-	-	24,500	-	-	24,500
Fundraising expense	-	-	-	-	-	-	-	-	-	-	-	-	-
TLI expense	-	-	-	-	-	3,200	-	-	-	-	-	3,200	6,400
District store expense	75	75	75	50	50	50	50	50	50	50	50	50	675
Marketing expense	2,050	5,475	3,375	30,475	1,825	1,725	5,675	2,975	2,625	5,625	1,775	6,675	70,275
Communications & public relations expen	2,370	510	525	725	25	525	60	25	550	50	25	25	5,415
Education & training expense	2,100	5,700	2,250	1,850	700	200	3,400	2,800	200	1,200	500	3,400	24,300
Speech contest expense	-	-	-	-	-	-	-	2,900	1,600	200	-	-	4,700
Administration expense	4,343	100	110	2,235	15	110	85	35	885	35	15	110	8,078
Travel expense	1,500	8,665	630	2,860	335	1,295	2,220	907	2,260	3,525	-	3,860	28,057
Other expense	366	366	366	366	366	366	366	366	366	366	366	366	4,394
	12,804	20,891	7,331	38,561	3,316	7,471	11,856	10,058	8,536	35,551	2,731	17,686	176,794
District net income/(loss)	(11,690)	(14,429)	20,595	(31,234)	(752)	(6,441)	(9,749)	(5,871)	18,083	(3,273)	354	(14,423)	(58,832)

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.

District Director _____ Date _____

Program Quality Director _____ Date _____

Club Growth Director _____ Date _____

Finance Manager _____ Date _____

	Total	Budget	% Policy Max
Conference expense	24,500		
Fundraising expense	-		
District store expense	675		
Marketing expense	70,275		
	95,450	54.0%	Unlimited
TLI expense	6,400		
Education & training expense	24,300		
	30,700	17.4%	30.0%
Communications & public relations expense	5,415	3.1%	25.0%
Speech contest expense	4,700	2.7%	10.0%
Administration expense	8,078	4.6%	20.0%
Travel expense	28,057	15.9%	30.0%
Other expense	4,394	2.5%	10.0%
	50,644		
Total Expenses	176,794	100.0%	

Cash & Cash Equivalents per Balance Sheet as of June 30, 2018 **81,805.23**

Retention amount needed on June 30, 2019* **21788.47**

Remaining funds at Year-end (estimated)** **1,184.96**

*This amount is provided by World Headquarters in an email.

**The goal is to budget the Remaining funds at Year-end to be as close to zero as possible without creating a loss. This amount should not be negative.



**TOASTMASTERS INTERNATIONAL
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DISTRICT 55

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.** There are example questions to answer in each box. These can be deleted and replaced by your answers.

(Numbers are pulled from Summary tab)

Membership Revenue	<u>Budgeted</u>
	91,263

What is the district's goals for the year regarding membership?
Our focus this year is having at least 50% of our clubs achieve distinguished status. In order to do this of course, clubs with a 20 member base must at least maintain the 20 base standard to achieve distinguished and those under must add enough members to at least meet 20 or show a net increase of 5 members. We have a number of fast start incentives for clubs who add members in the first three months and will continue to focus on various incentives during the year to help reward clubs who continue to grow. We also have incentives in place at both the club and membership level for those who renew before the renewal date

Conference Net Income/(Loss)	-
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At this time, what is the plan for both conferences? This appears to be outdated because we are now allowed to only have one conference per year. The annual conference will be held in Austin, Tx in April 2019 and we are focusing on a zero balance for the conference budget.

Fundraising Net Income/(Loss)	-
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How many events will be held? We have not discussed having any fund raising events at this time but will monitor our results and if one is needed we will consider our options.

TLI Net Income/(Loss)	(6,400)
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How many TLI events will be held? We will be hosting two district level events twice a year (June/December) and at least five division level events twice a year (July/August 2018; Jan/Feb 2019). As needed more will be added. We are not charging members to attend these events and offering free food as an incentive for club officers to attend in the summer to help us get off to a strong start.

District Store Net Income/(Loss)	1,506
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Does the district have a District Store? We do, but we are making changes this year in terms of storing inventory. The advent of Pathways has made many of the manuals and modules that we use to have in inventory obsolete. We are now allowing members to submit requests via email to our bookstore manager, who will then submit the order to the district director and the purchase for most of the items will be from the TI store. Our incentives include District rewards (bucks) so as a member or club achieves an incentive, they can use the district rewards toward the purchase. This will allow us to reduce the need to have a physical inventory of items that may depreciate or become obsolete and allow us to make purchase these items using the district reserve

Other Revenue	18
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What other revenue is expected? In the event we have a keynote speaker for a December TLI we will be looking for revenue from advertising and sponsors to cover the keynote speakers travel expenses.



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(Numbers are pulled from Summary tab)

Budgeted
70,275

Marketing

What is the main focus for your district? Members achieving excellence and 50% of clubs achieving distinguished status or better. We are providing special incentives for club open houses, clubs that charter within 90 days, and participation in a number of city chamber of commerce activities.

Communications and Public Relations

5,415

What is the main focus for your district? Our PRM is building a team of public relations assistants and providing incentives to the clubs for public relations efforts. We have purchased a tool that will enable us to post on several social media platforms at once. We also plan to promote Toastmasters at various chamber of commerce events and on their calendars that we have joined. What events are planned? At this time, no special events are planned although as the host district for the International President there is a good probability that something will be planned.

~~We have a monthly newsletter that goes out to all of our members. we have encouraged our division and area directors to have~~

Education and Training

24,300

What is the main focus for your district? Quality club officer and district leadership training by trainers who have been trained to deliver effectively. We are not allowing the previous smaller Club Officer Training (COTS) because we have found the focus in the past has not been on the quality, but more on just checking a box for officers trained. The trainings have not always met the high level that TI, and the district for that matter, expect. We are also planning on an all year training by a group of our Pathways experts to help the clubs learn the new education platform.

~~What events are planned? Multiple district level and division level club officer training sessions by trained trainers: a special~~

Speech contests

4,700

What is the main focus for your district? We are only having two contests and they will be in the spring. The international speech and tall tales. We expect some clubs will start having speech contests in December 2018 since our conference is in mid April 2019.

What events are planned? Just the normal club, area, division and district level contests. The district international speech contests will be videotaped.

~~What is being done differently or the same as last year? Restriction to only the two contests in the spring and the video taping of~~

Administration

8,078

What is the main focus for your district? 50% of clubs achieving Distinguished status and members pursuing excellence.

What events are planned? We have purchased a Education Enterprise Zoom account which gives us access to 20 licenses.

What is being done differently or the same as last year? The fall DC meeting will be in September and online using Zoom. We are also encouraging the area councils in the spring recommend to the incoming district director their choice for area director for the next term.

Travel

28,057

What is the main focus for your district? 50% of our clubs achieve distinguished status and members pursuing excellence.

Are there any maximums for your district to keep travel costs at a minimum? We do have district procedures that restrict when district leaders may be reimbursed for mileage. It includes both a requirement for a minimum number of miles must be driven, encouraging car pooling, and a reduced mileage reimbursement rate.

Who is budgeted to be reimbursed for travel? Primary DEC members although non DEC members will be allowed to attend a one time District recognition event scheduled in October 2018. We are restricting the non DEC members to those who serve the district

Other Expenses

4,394

Expenses from what TI with holds from each district.

Why do they not fit in the other categories?



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USD

Account

#	Account Name	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Total
6005	Membership Revenue	1,112	6,000	26,603	7,275	2,562	978	2,056	4,136	26,568	7,677	3,084	3,212	91,263

**This amount is provided by World Headquarters in an email.



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USD

Account #	Account Name	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Total
TLI Revenue														
6025	TLI Registration-Member registrations													-
6025	TLI Registration-Spouse / guest registrations													-
6025	TLI Registration-Late registrations													-
6025	TLI Registration-Meal Events													-
6025	TLI Registration-Speech contest													-
6025	TLI Registration-Other													-
6025	TLI Registration-Training													-
6025	TLI Registration-Speechcraft													-
6050	TLI Refunds - Registration & Tickets													-
6055	TLI Refunds - Other													-
6060	Reimbursements - Registration & Tickets													-
6030	TLI Sponsorship/Advertising													-
6035	TLI Raffle													-
6010	TLI Donation													-
6020	TLI Other Revenue													-
Total TLI Revenue		-	-	-	-	-	-	-	-	-	-	-	-	-
TLI Expenses														
7006	TLI-Educational Materials						100						100	200
7010	TLI-Awards Expense (Trophies, Plaques,													-
7012	TLI-Supplies & Stationery Expense						200						200	400
7014	TLI-Room Rental Event Expense						1,400						1,400	2,800
7016	TLI-Meal Event Expense						1,000						1,000	2,000
7020	TLI-Printing Expense		-				300	-	-				300	600
7030	TLI-Photocopying Expense													-
7070	TLI-Bank Charges & Credit Card Fee													-
7072	TLI-Sales Tax Expense (incl. GST, VAT, etc.)													-
7080	TLI-Gifts & Thank Yous		-				200	-	-				200	400
7086	TLI-Miscellaneous Expenses													-
7090	Equipment Rental													-
														-
														-
														-
														-
Total TLI Expenses		-	-	-	-	-	3,200	-	-	-	-	-	3,200	6,400
TLI Net Income/(Loss)		-	-	-	-	-	(3,200)	-	-	-	-	-	(3,200)	(6,400)



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Account #	Account Name	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Total
6045	District Store Revenue	-	460	1,321	50		50	50	50	50	100		50	2,181
7002	Cost of Sales Expense - District Store	75	75	75	50	50	50	50	50	50	50	50	50	675
	District Store Net Income/(Loss)	(75)	385	1,246	-	(50)	-	-	-	-	50	(50)	-	1,506



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Account #	Account Name	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Total
Other Revenue														
6010	Donation Revenue													-
6015	Interest Income	2	2	2	2	2	2	1	1	1	1	1	1	18
6020	Miscellaneous Income													-
6025	Registration & Ticket Revenue													-
6030	Sponsorship/Advertising Revenue													-
6035	Raffle Revenue													-
6050	Refunds - Registration & Tickets													-
6055	Refunds - Other													-
District Store Net Income/(Loss)		2	2	2	2	2	2	1	1	1	1	1	1	18

7080	Marketing-Gifts & Thank Yous				200				200				400
7082	Marketing-Incentives				25,000			1,000	600	1,000		2,000	29,600
7086	Marketing-Miscellaneous Expenses												-
7020	Marketing-Printing Expense	-											-
7078	Marketing-Food Expense												-
7082	Marketing-Incentives												-
		-	200	200	25,400	200	200	1,200	200	1,000	1,200	200	32,200
Marketing-Other Expense													
7008	Marketing-Promotional Materials												-
7010	Marketing-Awards Expense (Trophies,												-
7036	Marketing-Advertising Expense	200	200	200	200	200	200	200	200	200	200	200	2,400
7048	Marketing-Equipment Purchase Expense												-
7078	Marketing-Food Expense												-
7080	Marketing-Gifts & Thank Yous												-
7086	Marketing-Miscellaneous Expenses	100	100	300	300	200	200	200	200	200	200	200	2,400
													-
													-
		300	300	500	500	400	400	400	400	400	400	400	4,800
Total Marketing Expenses		2,050	5,475	3,375	30,475	1,825	1,725	5,675	2,975	2,625	5,625	1,775	70,275

Other Expenses

7004 ET-Badges & Pins													-
7006 ET-Educational Materials													-
7010 ET-Awards Expense (Trophies, Plaques,													-
7016 ET-Meal Event Expense													-
7082 ET-Incentives			950	950	200	200	200	200	200	200			3,100
7086 ET-Miscellaneous Expenses			-	-			300	300					600
													-
													-
													-
													-
	-	-	950	950	200	200	500	500	200	200	-	-	3,700
Total Education & Training Expenses	2,100	5,700	2,250	1,850	700	200	3,400	2,800	200	1,200	500	3,400	24,300



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Account #	Account Name	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Total
Speech Contest Revenue														
6010	SC-Donation Revenue													-
6015	SC-Interest Income													-
6020	SC-Miscellaneous Income													-
6025	SC-Registration & Ticket Revenue													-
6030	SC-Sponsorship/Advertising Revenue													-
6035	SC-Raffle Revenue													-
6050	SC-Refunds - Registration & Tickets													-
6055	SC-Refunds - Other													-
	Total Speech Contest Revenue	-	-	-	-	-	-	-	-	-	-	-	-	-
Speech Contest Expenses														
7006	SC-Educational Materials													-
7010	SC-Awards Expense (Trophies, Plaques,							-	1,900	600	200			2,700
7012	SC-Supplies & Stationery Expense							-						-
7014	SC-Room Rental Event Expense													-
7078	SC-Food Expense				-									-
7086	SC-Miscellaneous Expenses													-
7090	Equipment Rental								1,000	1,000				2,000
														-
														-
														-
	Total Speech Contest Expenses	-	-	-	-	-	-	-	2,900	1,600	200	-	-	4,700
	Speech Contest Net Income/(Loss)	-	-	-	-	-	-	-	(2,900)	(1,600)	(200)	-	-	(4,700)



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Account #	Account Name	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Total
Travel Expenses														
District Director														
7056	Convention Registration Fees Expense		125											125
7058	Lodging Expense		1,870	-	-			500	-	-				2,370
7060	Transportation - Airfare Expense							-						-
7062	Transportation - Mileage Expense	75	100	100	-	-	-	150	100	-	-	-	-	525
7064	Transportation - Taxis/Shuttle Expense		50					-						50
7066	Transportation - Rail Expense													-
7068	Transportation - Other Expense		50	-	-			-						50
7078	Travel-Food Expense		130	60	-			90	-	-				280
		75	2,325	160	-	-	-	740	100	-	-	-	-	3,400
Club Growth Director														
7056	Convention Registration Fees Expense		700								-			700
7058	Lodging Expense		1,700	150	-			500	150	150	125		300	3,075
7060	Transportation - Airfare Expense													-
7062	Transportation - Mileage Expense	100	100	100	75	75	75	150	100	100	-	-	200	1,075
7064	Transportation - Taxis/Shuttle Expense		50					-						50
7066	Transportation - Rail Expense													-
7068	Transportation - Other Expense		50											50
7078	Travel-Food Expense		270	60	-			90	60	60				540
		100	2,870	310	75	75	75	740	310	310	125	-	500	5,490
Program Quality Director														
7056	Convention Registration Fees Expense		700				300				-			1,000
7058	Lodging Expense		1,900				-	500	152		125			2,677
7060	Transportation - Airfare Expense													-
7062	Transportation - Mileage Expense	100	100	100	100	75	200	150	100	75	-	-	75	1,075
7064	Transportation - Taxis/Shuttle Expense		50					-						50
7066	Transportation - Rail Expense													-
7068	Transportation - Other Expense		50											50
7078	Travel-Food Expense		270	60	60			90	60	-				540
		100	3,070	160	160	75	500	740	312	75	125	-	75	5,392
Finance Manager														
7058	Lodging Expense				-		-				125			125
7060	Transportation - Airfare Expense						-		-					-
7062	Transportation - Mileage Expense				75		-		-	75	75		75	300
7064	Transportation - Taxis/Shuttle Expense													-
7066	Transportation - Rail Expense													-
7068	Transportation - Other Expense													-
7072	Travel-Sales Tax Expense (incl. GST, VAT,													-
		-	-	-	75	-	-	-	-	75	200	-	75	425



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Account #	Account Name	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Total
PR Manager														
7058	Lodging Expense					125	-		125	-	125			375
7060	Transportation - Airfare Expense										-			-
7062	Transportation - Mileage Expense	75			75	-	-		-	75	75		75	375
7064	Transportation - Taxis/Shuttle Expense													-
7066	Transportation - Rail Expense													-
7068	Transportation - Other Expense					60	-		60	-				120
7072	Travel-Sales Tax Expense (incl. GST, VAT,													-
		75	-	-	75	185	-	-	185	75	200	-	75	870
Administration Manager														
7058	Lodging Expense						-			-				-
7060	Transportation - Airfare Expense													-
7062	Transportation - Mileage Expense	75			75		-			75	-		75	300
7064	Transportation - Taxis/Shuttle Expense													-
7066	Transportation - Rail Expense													-
7068	Transportation - Other Expense						-			-				-
7072	Travel-Sales Tax Expense (incl. GST, VAT,													-
		75	-	-	75	-	-	-	-	75	-	-	75	300
Division Director														
7058	Lodging Expense	300			150					150	150		400	1,150
7060	Transportation - Airfare Expense		-							-				-
7062	Transportation - Mileage Expense	300			100					100	100		200	800
7064	Transportation - Taxis/Shuttle Expense													-
7066	Transportation - Rail Expense													-
7068	Transportation - Other Expense													-
7072	Travel-Sales Tax Expense (incl. GST, VAT,													-
		600	-	-	250	-	-	-	-	250	250	-	600	1,950
Area Director														
7058	Lodging Expense	200			450					450	1,400		400	2,900
7060	Transportation - Airfare Expense	-	-		-		-	-	-	-				-
7062	Transportation - Mileage Expense				800					800	800		800	3,200
7064	Transportation - Taxis/Shuttle Expense													-
7066	Transportation - Rail Expense													-
7068	Transportation - Other Expense													-
7072	Travel-Sales Tax Expense (incl. GST, VAT,													-
		200	-	-	1,250	-	-	-	-	1,250	2,200	-	1,200	6,100



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Account #	Account Name	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Total
IPDG														
7058	Lodging Expense							-			125		400	525
7060	Transportation - Airfare Expense													-
7062	Transportation - Mileage Expense	200	100					-	-	75	75		200	650
7064	Transportation - Taxis/Shuttle Expense													-
7066	Transportation - Rail Expense													-
7068	Transportation - Other Expense													-
7078	Travel-Food Expense												120	120
		200	100	-	-	-	-	-	-	75	200	-	720	1,295
Keynote Speaker														
7058	Lodging Expense										-			-
7060	Transportation - Airfare Expense													-
7062	Transportation - Mileage Expense										-			-
7064	Transportation - Taxis/Shuttle Expense													-
7066	Transportation - Rail Expense													-
7068	Transportation - Other Expense													-
7072	Travel-Sales Tax Expense (incl. GST, VAT,													-
		-	-	-	-	-	-	-	-	-	-	-	-	-
Other Member														
7058	Lodging Expense						400	-	-	-	125	-	300	825
7060	Transportation - Airfare Expense		300											300
7062	Transportation - Mileage Expense	75			900		200	-	-	75	100	-	150	1,500
7064	Transportation - Taxis/Shuttle Expense													-
7066	Transportation - Rail Expense													-
7068	Transportation - Other Expense						120						90	210
7072	Travel-Sales Tax Expense (incl. GST, VAT,													-
		75	300	-	900	-	720	-	-	75	225	-	540	2,835
Total Travel Expenses		1,500	8,665	630	2,860	335	1,295	2,220	907	2,260	3,525	-	3,860	28,057

Chart of Accounts - Revenue & Expense Accounts Only

<u>Account#</u>	<u>Account Name</u>	<u>Revenue</u>	<u>Expenses</u>	<u>Travel</u>
6005	Membership Revenue			
6010	Donation Revenue			
6015	Interest Income			
6020	Miscellaneous Income			
6025	Registration & Ticket Revenue			
6030	Sponsorship/Advertising Revenue			
6035	Raffle Revenue			
6040	Auction Revenue			
6045	District Store Revenue			
6050	Refunds - Registration & Tickets			
6055	Refunds - Other			
6060	Reimbursements - Registration & Tickets			
7002	Cost of Sales Expense - District Store			
7004	Badges & Pins			
7006	Educational Materials			
7008	Promotional Materials			
7010	Awards Expense (Trophies, Plaques, Ribbons & Certificates)			
7012	Supplies & Stationery Expense			
7014	Room Rental Event Expense			
7016	Meal Event Expense			
7018	Decorations Expense			
7020	Printing Expense			
7022	Audio Visual Expense			
7024	Newsletter Expense			
7026	Website Expense			
7028	Directory Expense			
7030	Photocopying Expense			
7032	Telephone Expense			
7034	Conference Calls & Webinars Expense			
7036	Advertising Expense			
7038	Dues & Association Fee Expense			
7040	Trade Show Registration Expense			
7042	Outside Contractor Expense			
7044	Postage & Shipping Expense			
7046	Express Mail/Courier Expense			
7048	Equipment Purchase Expense (Less than \$500)			
7050	Depreciation Expense			
7052	Maintenance & Repairs Expense			
7070	Bank Charges & Credit Card Fee Expense			
7072	Sales Tax Expense (incl. GST, VAT, etc.)			
7078	Food Expense			
7080	Gifts & Thank Yous			
7082	Incentives			
7084	Sympathy Expense			
7086	Miscellaneous Expenses			
7088	Storage Expenses			
7092	TI Allocation			
7090	Equipment Rental			
7074	Gain/Loss - Realized			
7076	Foreign Currency Gain/Loss - Unrealized			
7056	Convention Registration Fees Expense			
7058	Lodging Expense			
7060	Transportation - Airfare Expense			
7062	Transportation - Mileage Expense			
7064	Transportation - Taxis/Shuttle Expense			
7066	Transportation - Rail Expense			
7068	Transportation - Other Expense			