



District #: 55
 Budget Currency: USD
 Fiscal Year: 2019-2020

	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Total
Membership revenue	1,087	3,944	27,270	6,691	2,284	1,194	2,147	4,729	27,325	7,150	3,253	2,972	90,046
Conference revenue	-	-	-	-	-	-	-	-	-	-	28,100	-	28,100
Fundraising revenue	-	-	-	-	-	-	-	-	-	-	-	-	-
TLI revenue	-	-	-	-	1,200	900	-	-	-	-	-	2,100	4,200
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	1,089	4,406	28,593	6,743	3,486	2,146	2,198	4,780	27,376	7,251	31,354	5,123	124,545
Conference expense	-	-	-	-	-	-	-	-	-	-	27,000	-	27,000
Fundraising expense	-	-	-	-	-	-	-	-	-	-	-	-	-
TLI expense	-	-	-	-	3,330	2,410	-	-	-	-	-	5,760	11,500
District store expense	75	75	75	50	50	50	50	50	50	50	50	50	675
Marketing expense	150	5,077	12,781	5,260	3,245	5,220	5,420	4,045	11,575	4,750	4,750	4,898	67,171
Communications & public relations expen	1,050	185	755	400	200	700	235	200	1,035	225	210	200	5,395
Education & training expense	4,399	1,720	936	2,000	100	1,800	1,895	3,775	100	-	8,700	9,580	35,005
Speech contest expense	-	-	-	-	1,900	600	750	1,450	525	3,500	-	-	8,725
Administration expense	2,032	88	133	1,288	108	113	108	858	133	1,358	238	2,561	9,013
Travel expense	1,234	8,287	250	880	500	550	2,250	1,950	250	1,400	8,700	-	26,251
Other expense	379	379	379	379	379	379	379	379	379	379	379	379	4,548
	9,319	15,810	15,308	10,257	9,812	11,822	11,087	12,707	14,047	11,662	50,027	23,428	195,282
District net income/(loss)	(8,230)	(11,404)	13,285	(3,514)	(6,326)	(9,676)	(8,889)	(7,927)	13,330	(4,411)	(18,673)	(18,305)	(70,737)

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	27,000		
Fundraising expense	-		
District store expense	675		
Marketing expense	67,171		
	94,846	48.6%	Unlimited
TLI expense	11,500		
Education & training expense	35,005		
	46,505	23.8%	30.0%
Communications & public relations expense	5,395	2.8%	25.0%
Speech contest expense	8,725	4.5%	10.0%
Administration expense	9,013	4.6%	20.0%
Travel expense	26,251	13.4%	30.0%
Other expense	4,548	2.3%	10.0%
	53,931		
Total Expenses	195,282	100.0%	

Cash & Cash Equivalents per Balance Sheet as of June 30, 2018 **105,732.55**

Retention amount needed on June 30, 2019* **22511**

Remaining funds at Year-end (estimated)** **12,484.17**

*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.



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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)

	<u>Budgeted</u>
Membership Revenue	90,046
<p>What is the district's goals for the year regarding membership? We currently have a high percentage of struggling Clubs with waning memberships. One of the reasons is the introduction of Pathways and members who are reluctant to change educational programs. Current adoption rates are at 69%. Our goal is 90% by June 2020. We have incorporated a training session for reluctant members, especially those who do not have and do not want a computer.</p> <p>Other reasons for struggling Clubs include: cut-backs and deployments at military bases, regular life cycle for aging Clubs and "too-much-to-do" syndrome at corporate Clubs. We are instituting programs and providing resources for each of these issues as</p>	
Conference Net Income/(Loss)	1,100
<p>At this time, what is the plan for both conferences? What city/state/country will they be held? We are holding only 1 Conference in Corpus Christi, TX.</p> <p>If conferences are not budgeted to net zero, explain why. What is the profit for? How do you justify the loss? We are planning a net Zero.</p> <p>How many attendees are you budgeting for and at what cost each? We are planning for 150 attendees and the cost is about \$155. About how much will the tickets cost per registrant? We are doing Early Bird at \$135 and then 3 -tier prices at \$145, \$160</p>	
Fundraising Net Income/(Loss)	-
<p>How many events will be held? na</p> <p>What is each event for? na</p> <p>What will the funds be used for? Na</p>	
TLI Net Income/(Loss)	(7,300)
<p>How many TLI events will be held? 2 full day TLIs and 8 mini-TLIs each round</p> <p>Will there be a cost for the member? Optional cost for lunch How much? \$10-\$12</p> <p>What are the main components of the expenses? A Lunch box and drinks. We try to secure free venue whenever possible but we budget \$1400 for the full TLIs for each round and \$4000 for 8 mini-TLIs for each round. The other expenses are for educational material, printing, breakfast, recognition and token of appreciation (\$7,300 for the 4 full TLIs).</p>	
District Store Net Income/(Loss)	1,506
<p>Does the district have a District Store? Yes. If not, why?</p> <p>Are all the costs from Toastmasters International products? No.</p> <p>If not from World Headquarters, what are the other costs? Timer device (\$110) and candy dish (\$15) are from a separate vendor.</p> <p>When is the District Store available to the members? The District store is open to all members during our 4 TLI's, some of the mini-TLIs and annual conference. Members can also order via email.</p>	
Other Revenue	18
<p>What other revenue is expected? Sponsorships and silent auction to offset conference expenses and minimal bank interest. Who is it from? Sponsorships TBD.</p>	



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(Numbers are pulled from Summary tab)

Budgeted

Marketing

67,171

What is the main focus for your district? Fulfill the District mission.
 What events are planned? Early Bird, Open Houses, membership building events, PRM and CGD promotional events throughout the year. Training Club Sponsors, Club Mentors and Club Coaches and providing incentives and recognition for completion of goals.
 What is being done differently or the same as last year? We are instituting programs with incentives and providing resources for struggling Clubs such as mini mentors, marketing blitz for community Clubs, SMEs thru Internal Speakers Bureau, military best

Communications and Public Relations

5,395

What is the main focus for your district? The main focus is to promote TMs, our District and equip VPS of PR with resources and tools so they can perform their role successfully.
 1) Devising internal communications plans to boost involvement in Club Officer Training, Contests, District events, promotions, and incentives.
 2) Sharing strategies with VPPRs to publicize Club activities and events to local communities through social media and inside corporations and private organizations

Education and Training

35,005

What is the main focus for your district? Effective mentoring, meaningful and unified training and Recognition as well as engaging more members and developing them outside of their Club.
 What events are planned? 4 Full TLIs and 16 mini-TLIs, Pathways and Toastmasters Continuing Education Zoom sessions, District Contests, potential workshops and annual conference. Additionally, Area and Division Directors training and development in-person and virtual throughout the year will be held starting with a full weekend in July.
 What is being done differently or the same as last year? Deeper focus on mentoring and Moment of Truth and extended training

Speech contests

8,725

What is the main focus for your district? To conduct Table Topics and International Speech Contests from Feb through April.
 What events are planned? 40 Area Contests, 7 Division Contests and the District Contests on May 15 and 17, 2020.
 What is being done differently or the same as last year? Ensure all Contest organizers and judges are being trained and are very familiar with the Contest rules.

Administration

9,013

What is the main focus for your district? Our district focuses on being fiscally responsible spending District funds to fulfill the District mission.
 Our Administration events are:
 1. Monthly Newsletter and weekly updates
 2. New incentives offered to motivate members to branch out of their Club, develop and help other members
 4. We have an ACTIVE YLP/Gavel Club Chair extending our outreach to Schools

Travel

26,251

What is the main focus for your district? We will focus on providing travel reimbursement to only those who travel over 50 miles to events which are required: 5 in-person DEC meetings, 1 DC meeting, Division Directors who have mini-TLIs in the Southern region which is vast. We will also provide up to \$150 for lodging for those who have to travel over 200 miles.
 Our Alignment arranged the Areas in-close proximity to ADs, so they would not have to travel more than 50 miles. The district does not reimburse travel for the 40 ADs; except, with District Director's pre-approval, such as the travel in outlying areas. We reimburse 14 per mile after 50 miles to an event. The Trio is reimbursed for budgeted travel. In some cases, PRM, FM, AM

Other Expenses

4,548

What other expenses are expected? These expenses are for unforeseeable ones. What are they for? TBD in the future
 Why do they not fit in the other categories? We not not know what kind until incurred.



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Account

#	Account Name	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Total
6005	Membership Revenue	1,087	3,944	27,270	6,691	2,284	1,194	2,147	4,729	27,325	7,150	3,253	2,972	90,046

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



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Account #	Account Name	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Total
Conference Revenue														
6025	Conference Registration-Member											23,950		23,950
6025	Conference Registration-Spouse / guest													-
6025	Conference-Late registrations													-
6025	Conference Registration -Meal Events											100		100
6025	Conference Registration-Speech contest													-
6025	Conference Registration -Other													-
6025	Conference Registration-Training													-
6050	Conference Refunds - Registration & Tickets													-
6055	Conference Refunds - Other											400		(400)
6060	Reimbursements - Registration & Tickets													-
6030	Conference-Sponsorship/Advertising											2,450		2,450
6035	Conference-Raffle											500		500
6040	Conference-Auction											1,500		1,500
6010	Conference-Donation													-
6020	Conference-Other Revenue													-
Total Conference Revenue		-	-	-	-	-	-	-	-	-	-	28,100	-	28,100
Conference Expenses														
7004	Conference-Badges & Pins											900		900
7008	Conference-Promotional Materials											400		400
7010	Conference-Awards Expense (Trophies,											575		575
7012	Conference-Supplies & Stationery Expense											325		325
7014	Conference-Room Rental Event Expense											500		500
7016	Conference-Meal Event Expense											22,300		22,300
7018	Conference-Decorations Expense											200		200
7020	Conference-Printing Expense											1,200		1,200
7022	Conference-Audio Visual Expense													-
7030	Conference-Photocopying Expense													-
7042	Conference-Outside Contractor Expense													-
7048	Conference-Equipment Purchase Expense											100		100
7070	Conference-Bank Charges & Credit Card Fee													-
7072	Conference-Sales Tax Expense (incl. GST,													-
7078	Conference-Food Expense													-
7080	Conference-Gifts & Thank You's											500		500
7086	Conference-Miscellaneous Expenses													-
7090	Equipment Rental													-
														-
														-
														-
Total Conference Expenses		-	-	-	-	-	-	-	-	-	-	27,000	-	27,000
Conference Net Income/(Loss)		-	-	-	-	-	-	-	-	-	-	1,100	-	1,100



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Account #	Account Name	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	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-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	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			1,000			1,000		600	1,000		2,000	5,600	
7086 Marketing-Miscellaneous Expenses												-	
												-	
												-	
												-	
	-	200	200	1,400	200	200	1,200	200	1,000	1,200	200	8,200	
Marketing-Other Expense												-	
7008 Marketing-Promotional Materials												-	
7010 Marketing-Awards Expense (Trophies,												-	
7036 Marketing-Advertising Expense			400	400	400	400	400	400	400	400	400	4,000	
7048 Marketing-Equipment Purchase Expense												-	
7078 Marketing-Food Expense			90	90		30	60	30	30			330	
7080 Marketing-Gifts & Thank Yous												-	
7086 Marketing-Miscellaneous Expenses												-	
												-	
												-	
												-	
	-	-	490	490	400	400	430	460	430	430	400	4,330	
Total Marketing Expenses	150	5,077	12,781	5,260	3,245	5,220	5,420	4,045	11,575	4,750	4,750	4,898	67,171

Other Expenses												
7004 ET-Badges & Pins												-
7006 ET-Educational Materials												-
7010 ET-Awards Expense (Trophies, Plaques,												-
7016 ET-Meal Event Expense	120		2,000			120						2,240
7082 ET-Incentives		625		100			1,250	100		6,000		8,075
7086 ET-Miscellaneous Expenses												-
												-
												-
												-
												-
												-
	-	120	625	2,000	100	-	120	1,250	100	-	6,000	-
												10,315
Total Education & Training Expenses	4,399	1,720	936	2,000	100	1,800	1,895	3,775	100	-	8,700	9,580
												35,005



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Account #	Account Name	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Total
Travel Expenses														
District Director														
7056	Convention Registration Fees Expense		245											245
7058	Lodging Expense		1,381					550				300		2,231
7060	Transportation - Airfare Expense													-
7062	Transportation - Mileage Expense	14												14
7064	Transportation - Taxis/Shuttle Expense													-
7066	Transportation - Rail Expense													-
7068	Transportation - Other Expense													-
7078	Travel-Food Expense		165											165
		14	1,791	-	-	-	-	550	-	-	-	300	-	2,655
Club Growth Director														
7056	Convention Registration Fees Expense		670											670
7058	Lodging Expense		1,870	150				700	150	150		300		3,320
7060	Transportation - Airfare Expense													-
7062	Transportation - Mileage Expense		300	100	100	100	100	200	100	100	100	50		1,250
7064	Transportation - Taxis/Shuttle Expense		80											80
7066	Transportation - Rail Expense													-
7068	Transportation - Other Expense													-
7078	Travel-Food Expense		270											270
		-	3,190	250	100	100	100	900	250	250	100	350	-	5,590
Program Quality Director														
7056	Convention Registration Fees Expense		670											670
7058	Lodging Expense		1,982					550				300		2,832
7060	Transportation - Airfare Expense													-
7062	Transportation - Mileage Expense		432		15		50	150	125		25	50		847
7064	Transportation - Taxis/Shuttle Expense		20											20
7066	Transportation - Rail Expense													-
7068	Transportation - Other Expense													-
7078	Travel-Food Expense		102											102
		-	3,206	-	15	-	50	700	125	-	25	350	-	4,471
Finance Manager														
7058	Lodging Expense											150		150
7060	Transportation - Airfare Expense													-
7062	Transportation - Mileage Expense				15				25		25	50		115
7064	Transportation - Taxis/Shuttle Expense													-
7066	Transportation - Rail Expense													-
7068	Transportation - Other Expense													-
7072	Travel-Sales Tax Expense (incl. GST, VAT,													-
		-	-	-	15	-	-	-	25	-	25	200	-	265



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Account #	Account Name	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Total
PR Manager														
7058	Lodging Expense											150		150
7060	Transportation - Airfare Expense													-
7062	Transportation - Mileage Expense				15				25		25	50		115
7064	Transportation - Taxis/Shuttle Expense													-
7066	Transportation - Rail Expense													-
7068	Transportation - Other Expense													-
7072	Travel-Sales Tax Expense (incl. GST, VAT,													-
		-	-	-	15	-	-	-	25	-	25	200	-	265
Administration Manager														
7058	Lodging Expense											150		150
7060	Transportation - Airfare Expense													-
7062	Transportation - Mileage Expense				15				25		25	50		115
7064	Transportation - Taxis/Shuttle Expense													-
7066	Transportation - Rail Expense													-
7068	Transportation - Other Expense													-
7072	Travel-Sales Tax Expense (incl. GST, VAT,													-
		-	-	-	15	-	-	-	25	-	25	200	-	265
Division Director														
7058	Lodging Expense											1,050		1,050
7060	Transportation - Airfare Expense													-
7062	Transportation - Mileage Expense	200			105				175		175	350		1,005
7064	Transportation - Taxis/Shuttle Expense													-
7066	Transportation - Rail Expense													-
7068	Transportation - Other Expense													-
7072	Travel-Sales Tax Expense (incl. GST, VAT,													-
		200	-	-	105	-	-	-	175	-	175	1,400	-	2,055
Area Director														
7058	Lodging Expense											3,000		3,000
7060	Transportation - Airfare Expense													-
7062	Transportation - Mileage Expense	1,020			600				1,000		1,000	1,400		5,020
7064	Transportation - Taxis/Shuttle Expense													-
7066	Transportation - Rail Expense													-
7068	Transportation - Other Expense													-
7072	Travel-Sales Tax Expense (incl. GST, VAT,													-
		1,020	-	-	600	-	-	-	1,000	-	1,000	4,400	-	8,020



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IPDG														
7058	Lodging Expense											150		150
7060	Transportation - Airfare Expense													-
7062	Transportation - Mileage Expense				15				25		25	50		115
7064	Transportation - Taxis/Shuttle Expense													-
7066	Transportation - Rail Expense													-
7068	Transportation - Other Expense													-
7078	Travel-Food Expense													-
		-	-	-	15	-	-	-	25	-	25	200	-	265
Keynote Speaker														
7058	Lodging Expense					150	150					600		900
7060	Transportation - Airfare Expense					250	250					500		1,000
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,													-
		-	-	-	-	400	400	-	-	-	-	1,100	-	1,900
Other Member														
7058	Lodging Expense													-
7060	Transportation - Airfare Expense													-
7062	Transportation - Mileage Expense													-
7064	Transportation - Taxis/Shuttle Expense			100				100						200
7066	Transportation - Rail Expense													-
7068	Transportation - Other Expense								300					300
7072	Travel-Sales Tax Expense (incl. GST, VAT,													-
		-	100	-	-	-	-	100	300	-	-	-	-	500
Total Travel Expenses		1,234	8,287	250	880	500	550	2,250	1,950	250	1,400	8,700	-	26,251

