



**TOASTMASTERS INTERNATIONAL
ANNUAL BUDGET - DISTRICT NO.
Due at WHQ by September 30, 2008**

FOR THE PERIOD JULY 1, 2008 - JUNE 30, 2009

| | | BUDGET | % OF FUNDS |
|--|--|---------------|-------------------|
| 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) | 3,349.41 | |
| 120 | Balance in district reserve account at WHQ on July 1 (from WHQ) | 5,431.99 | |
| | TOTAL BEGINNING BALANCE | 8,781.40 | A 43.2% |
| 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) | 10,251.18 | B 50.4% |
| | C. OTHER INCOME (List specific sources): | | |
| 410 | 1. Fall conference net income (from page 4) | 450.00 | |
| 430 | 2. Spring conference net income (from page 5) | 861.00 | |
| 480 | 3. Interest | | |
| 490 | 4. Other: N/A | | |
| | N/A | | |
| | N/A | | |
| | Total other income | 1,311.00 | C 6.4% |
| | TOTAL ESTIMATED FUNDS AVAILABLE (A plus B plus C) | 20,343.58 | D 100.0% |
| II. EXPENSES: | | | |
| 600 | A. Marketing (from page 2) (no limit*) 21.8% | 3,800.00 | |
| 610 | B. Communications and public relations (from page 2) (25% max*) 2.6% | 455.00 | |
| 620 | C. Education and training (from page 2) (30% max*) 26.9% | 4,600.00 | |
| 630 | D. Speech contests (from page 2) (10% max*) 5.7% | 1,000.00 | |
| 640 | E. Administration (from page 2) (20% max*) 10.9% | 1,900.00 | |
| 650 | F. Travel (from page 3) (30% max*) 31.7% | 5,525.00 | ABOVE MAX!! |
| 700 | G. Other (from page 3) (10% max*) 0.4% | 75.00 | |
| | TOTAL EXPENSES | 17,355.00 | E |
| III. 570 LEADERSHIP INSTITUTE (from page 3) | | 100.00 | F |
| | <u>Note:</u> this amount is included with Education & training when calculating the maximum allowable expense | | |
| IV. DISTRICT STORE | | | |
| 450 | 1. Sales | 200.00 | |
| 551 | 2. Purchases from WHQ (INPUT NEGATIVE NUMBER) | (200.00) | |
| 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) | | 2,888.58 | H |
| VI. LESS: REQUIRED DISTRICT RESERVE FUND BALANCE AT YEAR-END | | 2,562.80 | 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) | | 325.78 | |

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 | 1,500.00 |
| 602 | 2. | Membership growth | 800.00 |
| 603 | 3. | Club coaches | 200.00 |
| 604 | 4. | Rebuilding | 300.00 |
| 605 | 5. | Recognition | 500.00 |
| 606 | 6. | Other | 500.00 |

| | | |
|------------|--|----------|
| 600 | TOTAL Marketing (goes to page 1, Sec II. A) | 3,800.00 |
|------------|--|----------|

| | | |
|------------------------------|------------|-------|
| Percentage of total expenses | (No limit) | 21.8% |
|------------------------------|------------|-------|

B. 610 Communications & public relations

| | | | |
|------------|----|---------------------|--------|
| 611 | 1. | District newsletter | 150.00 |
| 612 | 2. | Web page | 155.00 |
| 613 | 3. | Directory | |
| 614 | 4. | Postage | 150.00 |
| 615 | 5. | Other | |

| | | |
|------------|--|--------|
| 610 | TOTAL Communications & public relations (goes to page 1, Sec II. B) | 455.00 |
|------------|--|--------|

| | | |
|------------------------------|---------|------|
| Percentage of total expenses | 25% max | 2.6% |
|------------------------------|---------|------|

C. 620 Education and training

| | | | |
|------------|----|--------------------------------------|----------|
| 621 | 1. | Distinguished clubs | |
| 622 | 2. | Training club officers | 2,100.00 |
| 623 | 3. | Training division and area governors | 2,000.00 |
| 624 | 4. | Distinguished areas and divisions | 500.00 |
| 625 | 5. | Other | |

| | | |
|------------|---|----------|
| 620 | TOTAL Education and training (goes to page 1, Sec II. C) | 4,600.00 |
|------------|---|----------|

| | | |
|------------------------------|---------|-------|
| Percentage of total expenses | 30% max | 26.9% |
|------------------------------|---------|-------|

Note: this calculation includes Leadership institute total expenses

D. 630 Speech contests

| | | | |
|------------|----|-------------------------|----------|
| 631 | 1. | Awards and certificates | 1,000.00 |
| 632 | 2. | Other | |

| | | |
|------------|--|----------|
| 630 | Total Speech contests (goes to page 1, Sec II. D) | 1,000.00 |
|------------|--|----------|

| | | |
|------------------------------|---------|------|
| Percentage of total expenses | 10% max | 5.7% |
|------------------------------|---------|------|

E. 640 Administration

| | | | |
|------------|----|------------|--------|
| 641 | 1. | Stationery | 200.00 |
| 642 | 2. | Phone | 700.00 |
| 643 | 3. | Postage | 300.00 |
| 644 | 4. | Website | 500.00 |
| 645 | 5. | Other | 200.00 |

| | | |
|------------|---|----------|
| 640 | TOTAL Administration (goes to page 1, Sec II. E) | 1,900.00 |
|------------|---|----------|

| | | |
|------------------------------|---------|-------|
| Percentage of total expenses | 20% max | 10.9% |
|------------------------------|---------|-------|

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VIII. DETAIL OF EXPENSES (continued):

BUDGET

| Acct.# | | BUDGET |
|---------------|---|-----------------|
| F. 650 | Travel | |
| 651 | 1. Within district | |
| 652 | a. District governor/lt. governors | 300.00 |
| 653 | b. Division governors | 150.00 |
| 654 | c. Area governors | 550.00 |
| 655 | d. Other district officers | 150.00 |
| 651 | Total travel within district | 1,150.00 |
| 660 | 2. Mid year training (DG & LGS) | |
| 661 | a. Transportation | 1,400.00 |
| 662 | b. Accommodation/registrator | 900.00 |
| 660 | Total mid year training | 2,300.00 |
| 670 | 3. Regional conference transportation/registration/accommodatio | |
| 671 | a. District governor elect | 400.00 |
| 672 | b. Lt. governor elect | 800.00 |
| 673 | c. Current district governor | 100.00 |
| 674 | d. District treasurer | 100.00 |
| 675 | e. District public relations office | 100.00 |
| 670 | Total regional conference expens | 1,500.00 |
| 680 | 4. International convention transportation/registration/accommodatio | |
| 681 | a. District governor | 75.00 |
| 682 | b. Lt. governor education & training | 500.00 |
| 683 | c. Lt. governor marketing | |
| 684 | d. Immediate past district governo | |
| 680 | Total international convention expens | 575.00 |
| 650 | TOTAL Travel expense (goes to page 1, Sec II.F) | 5,525.00 |
| | Percentage of total expense | (30% max) 31.7% |
| G. 700 | Other | |
| 705 | a. Equipment purchase | 75.00 |
| 710 | b. Miscellaneous | |
| 700 | Total Other expenses (goes to page 1, Sec II. G) | 75.00 |
| | Percentage of total expense | (10% max) 0.4% |

IX. LEADERSHIP INSTITUTE:

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

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BUDGET

X. FALL CONFERENCE INCOME AND EXPENSE

Acct.#

A. 410 Fall conference income

| | | | | | | |
|----------------------------------|----|----|------------------------------|-------|-------|----------|
| 411 | 1. | 30 | Member registrations | at \$ | 18.00 | 540.00 |
| 412 | 2. | 5 | Spouse / guest registrations | at \$ | 18.00 | 90.00 |
| 413 | 3. | 35 | Late registrations | at \$ | 20.00 | 700.00 |
| 414 | 4. | 50 | Luncheon tickets | at \$ | 22.00 | 1,100.00 |
| 415 | 5. | 65 | Banquet tickets | at \$ | 28.00 | 1,820.00 |
| 416 | 6. | | Speech contest | at \$ | | - |
| 417 | 7. | | Other revenue - Raffle | | | 500.00 |
| 418 | | | Breakfast | | | 200.00 |
| | | | Friday Night Fun Night | | | 900.00 |
| | | | N/A | | | |
| 410 TOTAL Fall conference income | | | | | | 5,850.00 |

B. 510 Fall conference expenses

| | | | | | | |
|------------------------------------|----|-------------------------------|-----|--|--|----------|
| 511 | 1. | Supplies purchased from TI | | | | 200.00 |
| 512 | 2. | Other supplies | | | | 100.00 |
| 513 | 3. | Programs and printing | | | | 100.00 |
| 514 | 4. | Audiovisual equipment | | | | |
| 515 | 5. | Hotel / meeting room expenses | | | | 1,500.00 |
| 516 | 6. | Awards, certificates, etc. | | | | 75.00 |
| 517 | 7. | Postage | | | | |
| 518 | 8. | Meal expense | | | | 3,425.00 |
| 519 | 9. | Other | | | | |
| | | | N/A | | | |
| | | | N/A | | | |
| | | | N/A | | | |
| 510 TOTAL Fall conference expenses | | | | | | 5,400.00 |

410 NET FALL CONFERENCE INCOME (LOSS) (A - B) 450.00

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

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BUDGET

XI. SPRING CONFERENCE INCOME AND EXPENSE

Acct.#

A. 430 Spring conference income

| | | | | | | | |
|---|----|----|-----------------------------|-------|-------|--|-----------------|
| 431 | 1. | 35 | Member registrations | at \$ | 22.00 | | 770.00 |
| 432 | 2. | 5 | Spouse /guest registrations | at \$ | 22.00 | | 110.00 |
| 433 | 3. | 45 | Late registrations | at \$ | 25.00 | | 1,125.00 |
| 434 | 4. | 75 | Luncheon tickets | at \$ | 25.00 | | 1,875.00 |
| 435 | 5. | 80 | Banquet tickets | at \$ | 30.00 | | 2,400.00 |
| 436 | 6. | | Speech contest | at \$ | | | - |
| 437 | 7. | | Other revenue - Raffle | | | | 500.00 |
| 438 | | | Breakfast | | | | 540.00 |
| | | | Fun Night | | | | 720.00 |
| | | | N/A | | | | |
| 430 TOTAL Spring conference income | | | | | | | 8,040.00 |

B. 530 Spring conference expenses

| | | | | | | | |
|---|----|--|-------------------------------|--|--|--|-----------------|
| 531 | 1. | | Supplies purchased from TI | | | | 100.00 |
| 532 | 2. | | Other supplies | | | | 100.00 |
| 533 | 3. | | Programs and printing | | | | 100.00 |
| 534 | 4. | | Audiovisual equipment | | | | 100.00 |
| 535 | 5. | | Hotel / meeting room expenses | | | | 1,100.00 |
| 536 | 6. | | Awards, certificates, etc. | | | | 100.00 |
| 537 | 7. | | Postage | | | | |
| 538 | 8. | | Meal expense | | | | 5,129.00 |
| 539 | 9. | | Other | | | | 300.00 |
| | | | N/A | | | | 150.00 |
| | | | N/A | | | | |
| | | | N/A | | | | |
| 530 TOTAL Spring conference expenses | | | | | | | 7,179.00 |

430 NET SPRING CONFERENCE INCOME (LOSS) (A - B)

(goes to page 1, Sec I./C. 2.)

861.00

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

Funds available (Section I)

Balance after year end audit; Balance in District Reserve; Estimated dues income; Fall Conference income; and that from the Spring Conference. Income from the bookstore is also included.

Marketing (Section II, A)

Focusing on building new clubs and rebuilding low member clubs. Using incentives to clubs who submit dues early and build to charter strength.

Communications and public relations (Section II, B)

Encouraging clubs to submit articles to district news letter and mailing newsletter to those members who do not have internet access to get from district website.

Education and training (Section II, C)

Focusing on shifting from club training of officers to TLI. Renting a space is required to house a large group of people. Motivating club officers and members to attend to build future leaders.

Speech contest (Section II, D)

Area and Division trophies ordered from best priced vendor. Any trophies not ordered from TI will NOT have the TI logo or the words "Toastmasters" or "Toastmasters International"

Administration (Section II, E)

Postage for district wide mailouts of proxies, District Council meeting information, and conference notifications. Website charges

Travel (Section II, F)

Travel/registration/accomodations to mid-year and registration/accomodations regional training for Top 3 officers; registration only for outgoing DG, Treasurer and PRO. Most economical means of hotel stay (sharing of room by officers of same sex). Travel by most economical means with airfare purchased no less than 4 weeks away from event for best price. Over budget due to price of travel and districts required to pay International and Regional expenses.

Other (Section II, G)

Purchase of timing lights for the district

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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 kvangunst@toastmasters.org
 - * Fax to 949-858-1207
 - * Mail to:
Toastmasters International
Attn: Volunteer Support Services
P.O. Box 9052
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.

| | |
|-------------------|----------|
| | 9/6/2008 |
| District Governor | Date |

| | |
|-------------------------------------|----------|
| | 9/6/2008 |
| Lt. Governor Education and Training | Date |

| | |
|------------------------|----------|
| | 9/6/2008 |
| Lt. Governor Marketing | Date |

| | |
|--------------------|----------|
| | 9/6/2008 |
| District Treasurer | Date |