



**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)	10,874.64		
120	Balance in district reserve account at WHQ on July 1 (from WHQ)	7,558.40		
	TOTAL BEGINNING BALANCE	18,433.04	A	38.2%
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)	25,024.76	B	51.8%
	C. OTHER INCOME (List specific sources):			
410	1. Fall conference net income (from page 4)	1,667.00		
430	2. Spring conference net income (from page 5)	115.00		
480	3. Interest			
490	4. Other: Leadership Institute Registration 840@\$3.00	2,520.00		
	Leadership Institute donations	525.00		
	N/A			
	Total other income	4,827.00	C	10.0%
	TOTAL ESTIMATED FUNDS AVAILABLE (A plus B plus C)	48,284.80	D	100.0%
II. EXPENSES:				<u>maximum</u>
600	A. Marketing (from page 2) (no limit*) 25.7%	10,800.00		
610	B. Communications and public relations (from page 2) (25% max*) 2.4%	1,000.00		10,487.00
620	C. Education and training (from page 2) (30% max*) 28.4%	4,695.00		12,584.40
630	D. Speech contests (from page 2) (10% max*) 7.8%	3,268.00		4,194.80
640	E. Administration (from page 2) (20% max*) 4.4%	1,850.00		8,389.60
650	F. Travel (from page 3) (30% max*) 31.3%	13,135.00		12,584.40
700	G. Other (from page 3) (10% max*) 0.0%	-		4,194.80
	TOTAL EXPENSES	34,748.00	E	
III. 570 LEADERSHIP INSTITUTE (from page 3)		7,200.00	F	
	Note: this amount is included with Education & training when calculating the maximum allowable expense			
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)		6,336.80	H	
VI. LESS: REQUIRED DISTRICT RESERVE FUND BALANCE AT YEAR-END		6,256.19	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)		80.61		

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	3,150.00
602	2.	Membership growth	6,000.00
603	3.	Club coaches	500.00
604	4.	Rebuilding	700.00
605	5.	Recognition	450.00
606	6.	Other	-

600 TOTAL Marketing (goes to page 1, Sec II. A) 10,800.00

Percentage of total expenses (No limit) 25.7%

B. 610 Communications & public relations

611	1.	District newsletter	400.00
612	2.	Web page	300.00
613	3.	Directory	250.00
614	4.	Postage	-
615	5.	Other	50.00

610 TOTAL Communications & public relations (goes to page 1, Sec II. B) 1,000.00

Percentage of total expenses 25% max 2.4%

C. 620 Education and training

621	1.	Distinguished clubs	1,825.00
622	2.	Training club officers	220.00
623	3.	Training division and area governors	1,650.00
624	4.	Distinguished areas and divisions	700.00
625	5.	Other	300.00

620 TOTAL Education and training (goes to page 1, Sec II. C) 4,695.00

Percentage of total expenses 30% max 28.4%

Note: this calculation includes Leadership institute total expenses

D. 630 Speech contests

631	1.	Awards and certificates	2,500.00
632	2.	Other	768.00

630 Total Speech contests (goes to page 1, Sec II. D) 3,268.00

Percentage of total expenses 10% max 7.8%

E. 640 Administration

641	1.	Stationery	-
642	2.	Phone	1,200.00
643	3.	Postage	50.00
644	4.	Website	-
645	5.	Other	600.00

640 TOTAL Administration (goes to page 1, Sec II. E) 1,850.00

Percentage of total expenses 20% max 4.4%

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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	1,950.00
653	b. Division governors	970.00
654	c. Area governors	2,220.00
655	d. Other district officers	1,800.00
651	Total travel within district	6,940.00
660	2. Mid year training (DG & LGS)	
661	a. Transportation	190.00
662	b. Accommodation/registrator	850.00
660	Total mid year training	1,040.00
670	3. Regional conference transportation/registration/accommodator	
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/accommodator	
681	a. District governor	1,255.00
682	b. Lt. governor education & training	1,300.00
683	c. Lt. governor marketing	1,600.00
684	d. Immediate past district governor	1,000.00
680	Total international convention expense	5,155.00
650	TOTAL Travel expense (goes to page 1, Sec II.F)	13,135.00
	Percentage of total expense:	(30% max) <u>31.3%</u>
G. 700	Other	
705	a. Equipment purchase	-
710	b. Miscellaneous	-
700	Total Other expenses (goes to page 1, Sec II. G)	-
	Percentage of total expense:	(10% max) <u>0.0%</u>

IX. LEADERSHIP INSTITUTE:

570	Leadership institute expenses	
571	1. Supplies from WHQ	3,200.00
572	2. Other supplies	300.00
573	3. Program and printing	2,300.00
574	4. Audiovisual equipment	-
575	4. Meeting room	675.00
576	4. Awards, certificates	200.00
577	4. Postage	-
579	5. Other	525.00
570	TOTAL LEADERSHIP INSTITUTE (goes to page 1, Sec III.)	7,200.00

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X. FALL CONFERENCE INCOME AND EXPENSE

Acct.#

A. 410 Fall conference income

411	1.	50	Member registrations	at \$	10.00	500.00
412	2.		Spouse / guest registrations	at \$		-
413	3.	30	Late registrations	at \$	15.00	450.00
414	4.	35	Luncheon tickets	at \$	20.00	700.00
415	5.	40	Banquet tickets	at \$	35.00	1,400.00
416	6.	35	Speech contest	at \$	10.00	350.00
417	7.		Other revenue - Raffle			
418			Club Registrations/Full Package			4,630.00
			FFN & Sunday Forum			700.00
			Donations/Sponsorship			1,710.00
						10,440.00

410 TOTAL Fall conference income

B. 510 Fall conference expenses

511	1.	Supplies purchased from TI				442.00
512	2.	Other supplies				350.00
513	3.	Programs and printing				1,495.00
514	4.	Audiovisual equipment				-
515	5.	Hotel / meeting room expenses				2,015.00
516	6.	Awards, certificates, etc.				205.00
517	7.	Postage				100.00
518	8.	Meal expense				3,716.00
519	9.	Other				450.00
		N/A				
		N/A				
		N/A				
						8,773.00

510 TOTAL Fall conference expenses

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

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

1,667.00

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XI. SPRING CONFERENCE INCOME AND EXPENSE

Acct.#

A. 430 Spring conference income

431	1.	110	Member registrations	at \$	25.00		2,750.00
432	2.		Spouse /guest registrations	at \$			-
433	3.		Late registrations	at \$			-
434	4.	75	Luncheon tickets	at \$	25.00		1,875.00
435	5.	70	Banquet tickets	at \$	40.00		2,800.00
436	6.	45	Speech contest	at \$	12.00		540.00
437	7.		Other revenue - Raffle				
438			FFN/DEC dinner				700.00
			Saturday breakfast				810.00
			Donations				500.00
							9,975.00

430 TOTAL Spring conference income

B. 530 Spring conference expenses

531	1.	Supplies purchased from TI		250.00
532	2.	Other supplies		400.00
533	3.	Programs and printing		1,000.00
534	4.	Audiovisual equipment		105.00
535	5.	Hotel / meeting room expenses		735.00
536	6.	Awards, certificates, etc.		250.00
537	7.	Postage		200.00
538	8.	Meal expense		6,850.00
539	9.	Other		70.00
		N/A		
		N/A		
		N/A		
				9,860.00

530 TOTAL Spring conference expenses

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

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

115.00

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

Funds Available (Section I)

Both our Fall and Spring contests are projected to generate income for the District. We charge a minimal fee for attending Leadership Institute.

Marketing (Section II, A)

The focus is more guests and increase support for low member clubs. District club contests encourage membership building. We will also focus on new club prospects including developing clubs in new areas of the district. Additional resources will be allocated to assist club coaches.

Communications and Public Relations (Section II, B)

Funds in this area will cover our email newsletter, our webpage, and a "quick-glance" directory for all district officers.

Education and Training (Section II, C)

Our focus is members reaching educational goals. We will support Hall of Fame recognition, DEC meetings, AG and DG trainings. New this year, awards for AG completing club visits to all their clubs and Mid-Year Goal Getter awards for reaching distinguished status by Dec 31.

Speech Contest (Section II, D)

Funds in this area will cover trophies for Area, Division, and District speech contest. Contest kits are distributed to each governor.

Administration (Section II, E)

Our funds are used for the district conference phone line and district officer badges.

Travel (Section II, F)

We recognize we are over budget in this area. Additional dollars are budgeted for visits to distant clubs and focus on developing clubs in new areas. Also, DEC meeting attendance, TLI meetings, speech contests, marketing events and demonstrations, club coaches & mentors.

Other (Section II, G)

We have budgeted nothing in this section.

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

Leadership Institute (Section III)

These funds are used to cover printing costs and education give-aways and our meeting room costs.

District Store Income and Expenses (Section IV)

We sponsor a sales table at all TLIs and at the Fall and Spring conferences.

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

Our pricing is set to cover costs and encourage attendance.

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

Our pricing is set to cover costs and encourage attendance.

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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.

Annette Rude	9/30/2009
District Governor	Date

John Mulroy	9/30/2009
Lt. Governor Education and Training	Date

Rob Christeson	9/30/2009
Lt. Governor Marketing	Date

Evie Curtis	9/30/2009
District Treasurer	Date