



**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)	5,568.74	
120	Balance in district reserve account at WHQ on July 1 (from WHQ)	27,730.81	
	TOTAL BEGINNING BALANCE	33,299.55	A 65.8%
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)	14,727.17	B 29.1%
	C. OTHER INCOME (List specific sources):		
410	1. Fall conference net income (from page 4)	840.00	
430	2. Spring conference net income (from page 5)	1,765.00	
480	3. Interest		
490	4. Other: N/A		
	N/A		
	N/A		
	Total other income	2,605.00	C 5.1%
	TOTAL ESTIMATED FUNDS AVAILABLE (A plus B plus C)	50,631.72	D 100.0%
II. EXPENSES:			
600	A. Marketing (from page 2) (no limit*) 27.7%	8,000.00	
610	B. Communications and public relations (from page 2) (25% max*) 14.4%	4,150.00	
620	C. Education and training (from page 2) (30% max*) 17.9%	4,600.00	
630	D. Speech contests (from page 2) (10% max*) 4.3%	1,250.00	
640	E. Administration (from page 2) (20% max*) 6.2%	1,800.00	
650	F. Travel (from page 3) (30% max*) 29.5%	8,500.00	
700	G. Other (from page 3) (10% max*) 0.0%	-	
	TOTAL EXPENSES	28,300.00	E
III. 570 LEADERSHIP INSTITUTE (from page 3)		550.00	F
	<i>Note:</i> this amount is included with Education & training when calculating the maximum allowable expense		
IV. DISTRICT STORE			
450	1. Sales	150.00	
551	2. Purchases from WHQ (INPUT NEGATIVE NUMBER)	(150.00)	
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)		21,781.72	H
VI. LESS: REQUIRED DISTRICT RESERVE FUND BALANCE AT YEAR-END		3,681.04	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)		18,100.68	

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.

**TOASTMASTERS INTERNATIONAL
ANNUAL BUDGET - DISTRICT NO.**

Due at WHQ by September 30, 2008

Page 2 of 7

24

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

VIII. DETAIL OF EXPENSES:

BUDGET

Acct.#

A. 600 Marketing

601	1.	Building new clubs	2,500.00
602	2.	Membership growth	2,500.00
603	3.	Club coaches	500.00
604	4.	Rebuilding	500.00
605	5.	Recognition	2,000.00
606	6.	Other	

600 TOTAL Marketing (goes to page 1, Sec II. A) 8,000.00

Percentage of total expenses (No limit) 27.7%

B. 610 Communications & public relations

611	1.	District newsletter	1,500.00
612	2.	Web page	-
613	3.	Directory	400.00
614	4.	Postage	1,250.00
615	5.	Other	1,000.00

610 TOTAL Communications & public relations (goes to page 1, Sec II. B) 4,150.00

Percentage of total expenses 25% max 14.4%

C. 620 Education and training

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

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

Percentage of total expenses 30% max 17.9%

Note: this calculation includes Leadership institute total expenses

D. 630 Speech contests

631	1.	Awards and certificates	1,250.00
632	2.	Other	

630 Total Speech contests (goes to page 1, Sec II. D) 1,250.00

Percentage of total expenses 10% max 4.3%

E. 640 Administration

641	1.	Stationery	250.00
642	2.	Phone	
643	3.	Postage	1,250.00
644	4.	Website	300.00
645	5.	Other	

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

Percentage of total expenses 20% max 6.2%

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

VIII. DETAIL OF EXPENSES (continued):

BUDGET

<u>Acct.#</u>		
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	150.00
655	d. Other district officers	300.00
651	Total travel within district	900.00
660	2. Mid year training (DG & LGS)	
661	a. Transportation	600.00
662	b. Accommodation/registration	800.00
660	Total mid year training	1,400.00
670	3. Regional conference transportation/registration/accommodation	
671	a. District governor elect	700.00
672	b. Lt. governor elect	700.00
673	c. Current district governor	700.00
674	d. District treasurer	
675	e. District public relations officer	
670	Total regional conference expense	2,100.00
680	4. International convention transportation/registration/accommodation	
681	a. District governor	1,300.00
682	b. Lt. governor education & training	1,500.00
683	c. Lt. governor marketing	500.00
684	d. Immediate past district governor	800.00
680	Total international convention expense	4,100.00
650	TOTAL Travel expense (goes to page 1, Sec II.F)	8,500.00
	Percentage of total expenses	(30% max) <u>29.5%</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 expenses	(10% max) <u>0.0%</u>

IX. LEADERSHIP INSTITUTE:

570	Leadership institute expenses	
571	1. Supplies from WHQ	50.00
572	2. Other supplies	50.00
573	3. Program and printing	50.00
574	4. Audiovisual equipment	
575	4. Meeting room	350.00
576	4. Awards, certificates	
577	4. Postage	50.00
579	5. Other	
570	TOTAL LEADERSHIP INSTITUTE (goes to page 1, Sec III.)	550.00

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

BUDGET

X. FALL CONFERENCE INCOME AND EXPENSE

Acct.#

A. 410 Fall conference income

411	1.	25	Member registrations	at \$	60.00	1,500.00
412	2.	2	Spouse / guest registrations	at \$	50.00	100.00
413	3.	35	Late registrations	at \$	70.00	2,450.00
414	4.	5	Luncheon tickets	at \$	10.00	50.00
415	5.	10	Banquet tickets	at \$	15.00	150.00
416	6.	5	Speech contest	at \$	15.00	75.00
417	7.		Other revenue - Raffle			
418			silent auction			100.00
			quilt raffle			300.00
			N/A			
410 TOTAL Fall conference income						4,725.00

B. 510 Fall conference expenses

511	1.	Supplies purchased from TI				50.00
512	2.	Other supplies				200.00
513	3.	Programs and printing				200.00
514	4.	Audiovisual equipment				125.00
515	5.	Hotel / meeting room expenses				1,250.00
516	6.	Awards, certificates, etc.				500.00
517	7.	Postage				60.00
518	8.	Meal expense				1,500.00
519	9.	Other				
			N/A			
			N/A			
			N/A			
510 TOTAL Fall conference expenses						3,885.00

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

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

840.00

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XI. SPRING CONFERENCE INCOME AND EXPENSE

Acct.#

A. 430 Spring conference income

431	1.	50	Member registrations	at \$	65.00		3,250.00
432	2.	5	Spouse /guest registrations	at \$	50.00		250.00
433	3.	45	Late registrations	at \$	75.00		3,375.00
434	4.	5	Luncheon tickets	at \$	15.00		75.00
435	5.	10	Banquet tickets	at \$	20.00		200.00
436	6.	5	Speech contest	at \$	15.00		75.00
437	7.	Other revenue - Raffle					
438		silent auction					100.00
		quilt raffle					300.00
		N/A					
430 TOTAL Spring conference income							7,625.00

B. 530 Spring conference expenses

531	1.	Supplies purchased from TI			50.00	
532	2.	Other supplies			200.00	
533	3.	Programs and printing			400.00	
534	4.	Audiovisual equipment			150.00	
535	5.	Hotel / meeting room expenses			2,000.00	
536	6.	Awards, certificates, etc.			500.00	
537	7.	Postage			60.00	
538	8.	Meal expense			2,500.00	
539	9.	Other				
		N/A				
		N/A				
		N/A				
530 TOTAL Spring conference expenses						5,860.00

430 NET SPRING CONFERENCE INCOME (LOSS) (A - B) **1,765.00**

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