



**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)	13,981.04		
120	Balance in district reserve account at WHQ on July 1 (from WHQ)	14,435.12		
	TOTAL BEGINNING BALANCE	28,416.16	A	37.2%
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)	42,623.81	B	55.8%
	C. OTHER INCOME (List specific sources):			
410	1. Fall conference net income (from page 4)	1,118.00		
430	2. Spring conference net income (from page 5)	2,375.00		
480	3. Interest			
490	4. Other: Bookstore	1,800.00		
	N/A			
	N/A			
	Total other income	5,293.00	C	6.9%
	TOTAL ESTIMATED FUNDS AVAILABLE (A plus B plus C)	76,332.97	D	100.0%
II. EXPENSES:				maximum
600	A. Marketing (from page 2) (no limit*) 20.7%	14,000.00		16,868.50
610	B. Communications and public relations (from page 2) (25% max*) 9.6%	6,500.00		20,242.20
620	C. Education and training (from page 2) (30% max*) 25.6%	13,850.00		6,747.40
630	D. Speech contests (from page 2) (10% max*) 8.6%	5,797.00		4,900.00
640	E. Administration (from page 2) (20% max*) 7.3%	4,900.00		19,027.00
650	F. Travel (from page 3) (30% max*) 28.2%	19,027.00		-
700	G. Other (from page 3) (10% max*) 0.0%	-		6,747.40
	TOTAL EXPENSES	64,074.00	E	
III. 570 LEADERSHIP INSTITUTE (from page 3)		3,400.00	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)	(700.00)		
559	3. Other store expenses (INPUT NEGATIVE NUMBER)			
	DISTRICT STORE INCOME (LOSS), NET	1,800.00	G	
V. ESTIMATED FUNDS AVAILABLE TO NEXT ADMINISTRATION (D - E - F + G)		10,658.97	H	
VI. LESS: REQUIRED DISTRICT RESERVE FUND BALANCE AT YEAR-END		10,655.95	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)		3.02		

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, It. governor education and training, It. 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.**

Page 2 of 8

0

Due at WHQ by September 30, 2009

FOR THE PERIOD JULY 1, 2009 - JUNE 30, 2010

VIII. DETAIL OF EXPENSES:

BUDGET

Acct.#

A. 600 Marketing

601	1.	Building new clubs	4,000.00
602	2.	Membership growth	3,300.00
603	3.	Club coaches	2,000.00
604	4.	Rebuilding	1,200.00
605	5.	Recognition	2,000.00
606	6.	Other	1,500.00

600 TOTAL Marketing (goes to page 1, Sec II. A) 14,000.00

Percentage of total expenses (No limit) 20.7%

B. 610 Communications & public relations

611	1.	District newsletter	1,000.00
612	2.	Web page	2,500.00
613	3.	Directory	500.00
614	4.	Postage	1,700.00
615	5.	Other	800.00

610 TOTAL Communications & public relations (goes to page 1, Sec II. B) 6,500.00

Percentage of total expenses 25% max 9.6%

C. 620 Education and training

621	1.	Distinguished clubs	2,000.00
622	2.	Training club officers	6,000.00
623	3.	Training division and area governors	3,650.00
624	4.	Distinguished areas and divisions	1,700.00
625	5.	Other	500.00

620 TOTAL Education and training (goes to page 1, Sec II. C) 13,850.00

Percentage of total expenses 30% max 25.6%

Note: this calculation includes Leadership institute total expenses

D. 630 Speech contests

631	1.	Awards and certificates	5,000.00
632	2.	Other	797.00

630 Total Speech contests (goes to page 1, Sec II. D) 5,797.00

Percentage of total expenses 10% max 8.6%

E. 640 Administration

641	1.	Stationery	250.00
642	2.	Phone	1,000.00
643	3.	Postage	1,000.00
644	4.	Website	650.00
645	5.	Other	2,000.00

640 TOTAL Administration (goes to page 1, Sec II. E) 4,900.00

Percentage of total expenses 20% max 7.3%

**TOASTMASTERS INTERNATIONAL
ANNUAL BUDGET - DISTRICT NO.
Due at WHQ by September 30, 2009**

0

FOR THE PERIOD JULY 1, 2009 - JUNE 30, 2010

VIII. DETAIL OF EXPENSES (continued):

<u>Acct.#</u>		<u>BUDGET</u>
F. 650	Travel	
651	1. Within district	
652	a. District governor/lt. governors	8,802.00
653	b. Division governors	650.00
654	c. Area governors	650.00
655	d. Other district officers	300.00
651	Total travel within district	10,402.00
660	2. Mid year training (DG & LGS)	
661	a. Transportation	525.00
662	b. Accommodation/registration	800.00
660	Total mid year training	1,325.00
670	3. Regional conference transportation/registration/accommodation	
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/accommodation	
681	a. District governor	1,200.00
682	b. Lt. governor education & training	2,050.00
683	c. Lt. governor marketing	2,050.00
684	d. Immediate past district governor	2,000.00
680	Total international convention expense	7,300.00
650	TOTAL Travel expense (goes to page 1, Sec II.F)	19,027.00
	Percentage of total expenses	(30% max) 28.2%
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) 0.0%

IX. LEADERSHIP INSTITUTE:

570	Leadership institute expenses	
571	1. Supplies from WHQ	200.00
572	2. Other supplies	200.00
573	3. Program and printing	1,000.00
574	4. Audiovisual equipment	
575	4. Meeting room	1,600.00
576	4. Awards, certificates	
577	4. Postage	200.00
579	5. Other	200.00
570	TOTAL LEADERSHIP INSTITUTE (goes to page 1, Sec III.)	3,400.00

**TOASTMASTERS INTERNATIONAL
ANNUAL BUDGET - DISTRICT NO.
Due at WHQ by September 30, 2009**

0

FOR THE PERIOD JULY 1, 2009 - JUNE 30, 2010

BUDGET

X. FALL CONFERENCE INCOME AND EXPENSE

Acct.#

A. 410 Fall conference income

411	1.	70	Member registrations	at \$	99.00	6,930.00
412	2.	10	Spouse / guest registrations	at \$	99.00	990.00
413	3.	10	Late registrations	at \$	115.00	1,150.00
414	4.	15	Luncheon tickets	at \$	18.00	270.00
415	5.	10	Banquet tickets	at \$	38.00	380.00
416	6.	12	Speech contest	at \$	10.00	120.00
417	7.		Other revenue - Raffle			
418			Fundraising			600.00
			Club Registrations			400.00
			N/A			
410 TOTAL Fall conference income						10,840.00

B. 510 Fall conference expenses

511	1.	Supplies purchased from TI				-
512	2.	Other supplies				125.00
513	3.	Programs and printing				300.00
514	4.	Audiovisual equipment				500.00
515	5.	Hotel / meeting room expenses				900.00
516	6.	Awards, certificates, etc.				250.00
517	7.	Postage				47.00
518	8.	Meal expense				6,900.00
519	9.	Other				700.00
			N/A			
			N/A			
			N/A			
510 TOTAL Fall conference expenses						9,722.00

410 NET FALL CONFERENCE INCOME (LOSS) (A - B) **1,118.00**
 (goes to page 1, Sec I./C. 1.)

**TOASTMASTERS INTERNATIONAL
ANNUAL BUDGET - DISTRICT NO.**
Due at WHQ by September 30, 2009

FOR THE PERIOD JULY 1, 2009 - JUNE 30, 2010

BUDGET

XI. SPRING CONFERENCE INCOME AND EXPENSE

Acct.#

A. 430 Spring conference income

431	1.	90	Member registrations	at \$	99.00	8,910.00
432	2.	10	Spouse /guest registrations	at \$	99.00	990.00
433	3.	10	Late registrations	at \$	125.00	1,250.00
434	4.	10	Luncheon tickets	at \$	40.00	400.00
435	5.	10	Banquet tickets	at \$	40.00	400.00
436	6.	10	Speech contest	at \$	10.00	100.00
437	7.		Other revenue - Raffle			
438			Fundraising			600.00
			Club registrations			400.00
			N/A			
430 TOTAL Spring conference income						13,050.00

B. 530 Spring conference expenses

531	1.	Supplies purchased from TI				
532	2.	Other supplies			125.00	
533	3.	Programs and printing			300.00	
534	4.	Audiovisual equipment			750.00	
535	5.	Hotel / meeting room expenses			1,200.00	
536	6.	Awards, certificates, etc.			250.00	
537	7.	Postage			50.00	
538	8.	Meal expense			8,000.00	
539	9.	Other				
		N/A				
		N/A				
		N/A				
530 TOTAL Spring conference expenses						10,675.00

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

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

2,375.00

TOASTMASTERS INTERNATIONAL
ANNUAL BUDGET - DISTRICT NO.
Due at WHQ by September 30, 2009

Page 6 of 8

0

FOR THE PERIOD JULY 1, 2009 - JUNE 30, 2010

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

Funds Available (Section I)

Funds Available for 2009-2010 are somewhat less than last year.

Marketing (Section II, A)

Includes aggressive marketing to build new clubs and programs for area and division governors to build and support membership growth in existing clubs.

Communications and Public Relations (Section II, B)

Includes District website, monthly electronic newsletter and semi-annual paper newsletter to be mailed to the members of District 26. The semi-annual newsletter will be mailed in conjunction with the upcoming District Conferences.

Education and Training (Section II, C)

In addition to beginning and mid-year TLI's throughout the district, this includes Initial and Mid-Year Area and Division Governor training. Also development of programs to promote DCP.

Speech Contest (Section II, D)

Cost of Area/Division/District certificates, contest kits, trophies and engraving. Also contest kits for clubs requesting them.

Administration (Section II, E)

Included is a service that provides a District 800 number, faxing and district conference call service. Also included are officer business cards/name badges for members of district leadership team and postage.

Travel (Section II, F)

District 26 covers a large geographical area. Travel within district covers trio and IPDG visits to distant TLI's plus area and division contests plus visits to promote club growth in remote areas of the District.

Other (Section II, G)

District does not plan to purchase equipment.

**TOASTMASTERS INTERNATIONAL
ANNUAL BUDGET - DISTRICT NO.
Due at WHQ by September 30, 2009**

Page 7 of 8

0

FOR THE PERIOD JULY 1, 2009 - JUNE 30, 2010

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

Leadership Institute (Section III)

Includes funds for TLI's in 5-6 locations twice during the year.

District Store Income and Expenses (Section IV)

New bookstore manager attended all TLI's and aggressive marketing is helping sales.

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

Fall Conference includes visit by Toastmaster International President.

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

Spring Conference will be promoted more aggressively this year. Past year included web site problems.

TOASTMASTERS INTERNATIONAL
ANNUAL BUDGET - DISTRICT NO.
Due at WHQ by September 30, 2009

0

FOR THE PERIOD JULY 1, 2009 - JUNE 30, 2010

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.

--	--

District Governor Date

--	--

Lt. Governor Education and Training Date

--	--

Lt. Governor Marketing Date

--	--

District Treasurer Date