

Summary



District #: 31
 Budget Currency: USD
 Fiscal Year: 2018-2019

	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Total
Membership revenue	1,008	2,088	25,951	9,602	3,468	1,785	2,167	3,171	26,417	9,021	4,224	2,403	91,305
Conference revenue	-	-	-	-	-	-	-	-	-	-	44,000	-	44,000
Fundraising revenue	-	-	-	-	-	-	-	-	-	-	-	-	-
TLI revenue	-	-	-	-	-	-	-	-	-	-	-	-	-
District store revenue	-	-	75	75	100	100	100	75	75	75	450	75	1,200
Speech contest revenue	-	-	-	-	-	-	-	-	-	-	-	-	-
Other revenue	-	-	-	-	-	-	-	-	-	-	-	-	-
Total revenue	1,008	2,088	26,026	9,677	3,568	1,885	2,267	3,246	26,492	9,096	48,674	2,478	136,505
Conference expense	-	-	-	-	-	-	-	-	-	-	44,100	-	44,100
Fundraising expense	-	-	-	-	-	-	-	-	-	-	-	-	-
TLI expense	4,800	3,150	-	-	-	3,200	2,600	4,650	-	-	-	-	18,400
District store expense	-	-	-	-	-	-	-	-	-	-	-	-	-
Marketing expense	4,225	225	700	3,700	300	2,275	275	550	1,050	1,050	2,575	5,325	22,250
Communications & public relations expen	400	80	80	80	150	80	80	80	80	80	80	80	1,350
Education & training expense	4,100	-	3,150	2,000	-	-	4,100	1,200	1,200	-	-	-	15,750
Speech contest expense	-	1,800	-	3,900	1,800	-	1,800	-	3,900	1,800	-	-	15,000
Administration expense	4,015	700	3,700	700	3,050	1,000	150	350	400	3,100	400	3,050	20,615
Travel expense	715	8,485	640	160	170	120	3,435	420	290	210	2,050	120	16,815
Other expense	-	-	-	-	-	-	-	-	-	-	-	-	-
	18,255	14,440	8,270	10,540	5,470	6,675	12,440	7,250	6,920	6,240	49,205	8,575	154,280
District net income/(loss)	(17,247)	(12,352)	17,756	(863)	(1,902)	(4,790)	(10,173)	(4,004)	19,572	2,856	(531)	(6,097)	(17,775)

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	44,100		
Fundraising expense	-		
District store expense	-		
Marketing expense	22,250		
	66,350	43.0%	Unlimited
TLI expense	18,400		
Education & training expense	15,750		
	34,150	22.1%	30.0%
Communications & public relations expense	1,350		25.0%
Speech contest expense	15,000		10.0%
Administration expense	20,615		20.0%
Travel expense	16,815		30.0%
Other expense	-		0.0%
	53,780		
Total Expenses	154,280	100.0%	

Cash & Cash Equivalents per Balance Sheet as of June 30, 2018 41,011.54

Retention amount needed on June 30, 2019* 22826

Remaining funds at Year-end (estimated)** 410.54

*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.

Narrative



**TOASTMASTERS INTERNATIONAL
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2018-2019**

DISTRICT

31

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)

Membership Revenue Budgeted
91,305

What is the district's goals for the year regarding membership?
Since these numbers are based off prior year's actual totals, what strategies have changed or remained the same compared to last year to ensure this budgeted revenue is met?

Conference Net Income/(Loss) **(100)**

At this time, what is the plan for both conferences? What city/state/country will they be held?
If conferences are not budgeted to net zero, explain why. What is the profit for? How do you justify the loss?
How many attendees are you budgeting for and at what cost each? About how much will the tickets cost per registrant?
How much are the venues budgeted to cost?
Did the prior term pay any expenses or receive any revenue for these conferences?
What is budgeted for the 2016-2017 conferences?

Fundraising Net Income/(Loss) **-**

How many events will be held?
What is each event for?
What will the funds be used for?

TLI Net Income/(Loss) **(18,400)**

How many TLI events will be held?
Will there be a cost for the member? How much?
What are the main components of the expenses?

District Store Net Income/(Loss) **1,200**

Does the district have a District Store? If not, why?
Are all the costs from Toastmasters International products?
If not from World Headquarters, what are the other costs?
When is the District Store available to the members?

Other Revenue **-**

What other revenue is expected? Who is it from?

Marketing **22,250**

What is the main focus for your district?
What events are planned?
What is being done differently or the same as last year?

Communications and Public Relations **1,350**

What is the main focus for your district?
What events are planned?
What is being done differently or the same as last year?

Education and Training **15,750**

Narrative

What is the main focus for your district? What events are planned? What is being done differently or the same as last year?

Speech contests**15,000**

What is the main focus for your district? What events are planned? What is being done differently or the same as last year?

Administration**20,615**

What is the main focus for your district? What events are planned? What is being done differently or the same as last year?

Travel**16,815**

What is the main focus for your district? Are there any maximums for your district to keep travel costs at a minimum? Who is budgeted to be reimbursed for travel? What events are being budgeted to be reimbursed for travel? What is being done differently or the same as last year?

Other Expenses**-**

What other expenses are expected? What are they for? Why do they not fit in the other categories?
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Membership Revenue



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		USD												
Account #	Account Name	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Total
6005	Membership Revenue	1,008	2,088	25,951	9,602	3,468	1,785	2,167	3,171	26,417	9,021	4,224	2,403	91,305

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



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USD														
Account #	Account Name	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Total
Conference Revenue														
6025	Conference Registration-Member											34,000		34,000
6025	Conference Registration-Spouse / guest													-
6025	Conference-Late registrations													-
6025	Conference Registration -Meal Events													-
6025	Conference Registration-Speech contest													-
6025	Conference Registration -Other													-
6025	Conference Registration-Training													-
6050	Conference Refunds - Registration & Tickets													-
6055	Conference Refunds - Other													-
6060	Reimbursements - Registration & Tickets													-
6030	Conference-Sponsorship/Advertising											10,000		10,000
6035	Conference-Raffle													-
6040	Conference-Auction													-
6010	Conference-Donation													-
6020	Conference-Other Revenue													-
Total Conference Revenue		-	-	-	-	-	-	-	-	-	-	44,000	-	44,000
Conference Expenses														
7004	Conference-Badges & Pins													-
7008	Conference-Promotional Materials											500		500
7010	Conference-Awards Expense (Trophies,											700		700
7012	Conference-Supplies & Stationery Expense											500		500
7014	Conference-Room Rental Event Expense											8,000		8,000
7016	Conference-Meal Event Expense											25,000		25,000
7018	Conference-Decorations Expense											1,000		1,000
7020	Conference-Printing Expense											2,000		2,000
7022	Conference-Audio Visual Expense											4,000		4,000
7030	Conference-Photocopying Expense											1,000		1,000
7042	Conference-Outside Contractor Expense											1,000		1,000
7048	Conference-Equipment Purchase Expense													-
7070	Conference-Bank Charges & Credit Card Fee													-
7072	Conference-Sales Tax Expense (incl. GST,													-
7078	Conference-Food Expense													-
7080	Conference-Gifts & Thank Yous											200		200
7086	Conference-Miscellaneous Expenses											200		200
7090	Equipment Rental													-
														-
														-
														-
Total Conference Expenses		-	-	-	-	-	-	-	-	-	-	44,100	-	44,100
Conference Net Income/(Loss)		-	-	-	-	-	-	-	-	-	-	(100)	-	(100)



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		USD												
Account #	Account Name	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Total
TLI Revenue														
6025	TLI Registration-Member registrations													-
6025	TLI Registration-Spouse / guest registrations													-
6025	TLI Registration-Late registrations													-
6025	TLI Registration-Meal Events													-
6025	TLI Registration-Speech contest													-
6025	TLI Registration-Other													-
6025	TLI Registration-Training													-
6025	TLI Registration-Speechcraft													-
6050	TLI Refunds - Registration & Tickets													-
6055	TLI Refunds - Other													-
6060	Reimbursements - Registration & Tickets													-
6030	TLI Sponsorship/Advertising													-
6035	TLI Raffle													-
6010	TLI Donation													-
6020	TLI Other Revenue													-
Total TLI Revenue		-	-	-	-	-	-	-	-	-	-	-	-	-
TLI Expenses														
7006	TLI-Educational Materials													-
7010	TLI-Awards Expense (Trophies, Plaques,													-
7012	TLI-Supplies & Stationery Expense													-
7014	TLI-Room Rental Event Expense	650					650		2,000					3,300
7016	TLI-Meal Event Expense	4,000	3,000				2,500	2,500	2,500					14,500
7020	TLI-Printing Expense													-
7030	TLI-Photocopying Expense													-
7070	TLI-Bank Charges & Credit Card Fee													-
7072	TLI-Sales Tax Expense (incl. GST, VAT, etc.)													-
7080	TLI-Gifts & Thank Yous	150	150				50	100	150					600
7086	TLI-Miscellaneous Expenses													-
7090	Equipment Rental													-
														-
														-
														-
														-
Total TLI Expenses		4,800	3,150	-	-	-	3,200	2,600	4,650	-	-	-	-	18,400
TLI Net Income/(Loss)		(4,800)	(3,150)	-	-	-	(3,200)	(2,600)	(4,650)	-	-	-	-	(18,400)



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		USD												
Account #	Account Name	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Total
6045	District Store Revenue			75	75	100	100	100	75	75	75	450	75	1,200
7002	Cost of Sales Expense - District Store													-
District Store Net Income/(Loss)		-	-	75	75	100	100	100	75	75	75	450	75	1,200



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USD														
Account #	Account Name	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Total
Education & Training Expenses														
Distinguished Clubs														
7006	ET-Educational Materials													-
7008	ET-Promotional Materials													-
7010	ET-Awards Expense (Trophies, Plaques,													-
7078	ET-Food Expense													-
7080	ET-Gifts & Thank Yous													-
7082	ET-Incentives			2,000	2,000				1,200	1,200				6,400
														-
														-
														-
														-
		-	-	2,000	2,000	-	-	-	1,200	1,200	-	-	-	6,400
Training Club Officers														
7006	ET-Educational Materials													-
7010	ET-Awards Expense (Trophies, Plaques,													-
7014	ET-Room Rental Event Expense													-
7016	ET-Meal Event Expense													-
7042	ET-Outside Contractor Expense													-
7078	ET-Food Expense													-
														-
														-
														-
														-
		-	-	-	-	-	-	-	-	-	-	-	-	-
Training Division & Area Directors														
7004	ET-Badges & Pins													-
7006	ET-Educational Materials													-
7012	ET-Supplies & Stationery Expense													-
7014	ET-Room Rental Event Expense	1,000		300				1,000						2,300
7016	ET-Meal Event Expense	3,100		850				3,100						7,050
7078	ET-Food Expense													-
														-
														-
														-
														-
		4,100	-	1,150	-	-	-	4,100	-	-	-	-	-	9,350
Training Areas & Divisions														
7006	ET-Educational Materials													-
7010	ET-Awards Expense (Trophies, Plaques,													-
7078	ET-Food Expense													-
														-
														-
														-
		-	-	-	-	-	-	-	-	-	-	-	-	-
Other Expenses														
7004	ET-Badges & Pins													-
7006	ET-Educational Materials													-
7010	ET-Awards Expense (Trophies, Plaques,													-
7016	ET-Meal Event Expense													-
7082	ET-Incentives													-
7086	ET-Miscellaneous Expenses													-
														-
														-
														-
														-
		-	-	-	-	-	-	-	-	-	-	-	-	-
Total Education & Training Expenses		4,100	-	3,150	2,000	-	-	4,100	1,200	1,200	-	-	-	15,750



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Account #	Account Name	USD												
		Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Total
Speech Contest Revenue														
6010	SC-Donation Revenue													-
6015	SC-Interest Income													-
6020	SC-Miscellaneous Income													-
6025	SC-Registration & Ticket Revenue													-
6030	SC-Sponsorship/Advertising Revenue													-
6035	SC-Raffle Revenue													-
6050	SC-Refunds - Registration & Tickets													-
6055	SC-Refunds - Other													-
Total Speech Contest Revenue		-	-	-	-	-	-	-	-	-	-	-	-	-
Speech Contest Expenses														
7006	SC-Educational Materials													-
7010	SC-Awards Expense (Trophies, Plaques,		1,400					1,400						2,800
7012	SC-Supplies & Stationery Expense		400					400						800
7014	SC-Room Rental Event Expense													-
7078	SC-Food Expense				3,900	1,800				3,900	1,800			11,400
7086	SC-Miscellaneous Expenses													-
7090	Equipment Rental													-
Total Speech Contest Expenses		-	1,800	-	3,900	1,800	-	1,800	-	3,900	1,800	-	-	15,000
Speech Contest Net Income/(Loss)		-	(1,800)	-	(3,900)	(1,800)	-	(1,800)	-	(3,900)	(1,800)	-	-	(15,000)



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USD														
Account #	Account Name	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Total
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,													-
		-	-	-	-	-	-	-	-	-	-	-	-	-
Division Director														
7058	Lodging Expense													-
7060	Transportation - Airfare Expense													-
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,													-
		-	-	-	-	-	-	-	-	-	-	-	-	-
Area Director														
7058	Lodging Expense			100						100				200
7060	Transportation - Airfare Expense													-
7062	Transportation - Mileage Expense													-
7064	Transportation - Taxis/Shuttle Expense													-
7066	Transportation - Rail Expense													-
7068	Transportation - Other Expense			40	40					40	40			160
7072	Travel-Sales Tax Expense (incl. GST, VAT,													-
		-	-	140	40	-	-	-	-	140	40	-	-	360
IPDG														
7058	Lodging Expense		935											935
7060	Transportation - Airfare Expense		200											200
7062	Transportation - Mileage Expense	200	50	50		50		100			50			500
7064	Transportation - Taxis/Shuttle Expense		20											20
7066	Transportation - Rail Expense													-
7068	Transportation - Other Expense													-
7078	Travel-Food Expense		150											150
		200	1,355	50	-	50	-	100	-	-	50	-	-	1,805
Keynote Speaker														
7058	Lodging Expense											450		450
7060	Transportation - Airfare Expense											300		300
7062	Transportation - Mileage Expense													-
7064	Transportation - Taxis/Shuttle Expense													-
7066	Transportation - Rail Expense													-
7068	Transportation - Other Expense											100		100
7072	Travel-Sales Tax Expense (incl. GST, VAT,													-
		-	-	-	-	-	-	-	-	-	-	850	-	850
Other Member														
7058	Lodging Expense													-
7060	Transportation - Airfare Expense													-
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,													-
		-	-	-	-	-	-	-	-	-	-	-	-	-
Total Travel Expenses		715	8,485	640	160	170	120	3,435	420	290	210	2,050	120	16,815

