



**TOASTMASTERS INTERNATIONAL, INC.
ANNUAL BUDGET - DISTRICT NO.
Due at WHQ by September 30, 2005**

FOR THE PERIOD JULY 1, 2005 - JUNE 30, 2006

	<u>BUDGET</u>		<u>% OF FUNDS</u>
I. FUNDS AVAILABLE			
A. BEGINNING BALANCES:			
Balance in District Bank Account(s) on July 1 (Includes funds in any Division, Area or other accounts)	2,767.51		
Balance in District Reserve Account at WHQ on July 1 (From WHQ)	4,860.81		
TOTAL BEGINNING BALANCE	7,628.32	A	23.6%
 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)	23,723	B	73.3%
 C. OTHER INCOME (List specific sources):			
1. Fall Conference Net Income (from page4)	500.00		
2. Spring Conference Net Income (from page 5)	500.00		
3. Interest			
4. Other: N/A			
N/A			
N/A			
Total Other Income	1,000.00	C	3.1%
TOTAL ESTIMATED FUNDS AVAILABLE (A plus B plus C)	32,351.32	D	100.0%
 II. EXPENSES:			
A. Marketing (from Page 2)	(no limit*) 17.9%		4,800.00
B. Communications and Public Relations (from Page 2)	(25% max*) 17.0%		4,550.00
C. Education and Training (from Page 2)	(30% max*) 13.1%		3,500.00
D. Speech Contests (from Page 2)	(10% max*) 9.5%		2,551.00
E. Administration (from Page 2)	(20% max*) 8.6%		2,300.00
F. Travel (from Page 3)	(30% max*) 28.4%		7,610.00
G. Other (from Page 3)	(10% max*) 5.6%		1,500.00
TOTAL EXPENSES	100.0%		26,811.00
III. ESTIMATED FUNDS AVAILABLE TO NEXT ADMINISTRATION (D minus E)	5,540.32	F	
IV. LESS: REQUIRED DISTRICT RESERVE FUND BALANCE AT YEAR-END	3953.81	G	
In August (following the June 30 period end) WHQ will provide the required fund balance to be entered.			
V. BUDGETED FUNDS IN EXCESS OF BUDGETED EXPENSES (F minus G)	1,586.51		

For this budget to be complete, the following must be attached: the pages detailing expenses A through G, District Conference income, and a budget narrative explaining expenditures in each expense category. All estimated income and expenses must be included and this form 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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FOR THE PERIOD JULY 1, 2005 - JUNE 30, 2006

VI. DETAIL OF EXPENSES:

BUDGET

A. Marketing

1.	Building New Clubs	500.00
2.	Membership Growth	1,000.00
3.	Club Coaches	600.00
4.	Rebuilding	1,700.00
5.	Recognition	1,000.00
6.	Other	

TOTAL Marketing (Goes to page 1, Sec II. A)	4,800.00
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Percentage of total Expenses	(No limit) <u>17.9%</u>
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B. Communications & Public Relations

1.	District Newsletter	1,500.00
2.	Web Page	500.00
3.	Directory	1,000.00
4.	Postage	1,550.00
5.	Other	

TOTAL Communications & Public Relations (Goes to page 1, Sec II. B)	4,550.00
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Percentage of total Expenses	25% max <u>17.0%</u>
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C. Education and Training

1.	Distinguished Clubs	250.00
2.	Training Club Officers	1,000.00
3.	Training Division and Area Governors	1,500.00
4.	Distinguished Areas and Divisions	250.00
5.	Other	500.00

TOTAL Education and Training (Goes to page 1, Sec II. C)	3,500.00
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Percentage of total Expenses	30% max <u>13.1%</u>
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D. Speech Contests

1.	Awards and Certificates	2,551.00
2.	Other	

Total Speech Contests (Goes to page 1, Sec II. D)	2,551.00
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Percentage of total Expenses	10% max <u>9.5%</u>
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E. Administration

1.	Stationery	300.00
2.	Phone	600.00
3.	Postage	400.00
4.	Website	
5.	Other	1,000.00

TOTAL Education and Training (Goes to page 1, Sec II. C)	2,300.00
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Percentage of total Expenses	20% max <u>8.6%</u>
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FOR THE PERIOD JULY 1, 2005 - JUNE 30, 2006

VI. DETAIL OF EXPENSES (con't):

BUDGET

F. Travel

1.	Within District	
	a. District Governor/Lt. Governors	1,500.00
	b. Division Governors	500.00
	c. Area Governors	1,000.00
	Sub-total Travel within District	3,000.00
2.	Mid Year Training (DG & LGS)	
	a. Transportation	300.00
	b. Accommodation/Registrarior	600.00
	Sub-total Mid Year Training	900.00
3.	Regional Conference	
	Transportation/Registration/Accommodator	
	a. District Governor Elect	400.00
	b. Lt. Governor Elect	1,000.00
	c. Current District Governor	400.00
	d. District Treasurer	200.00
	e. District Public Relations Officer	200.00
	f. Reimbursement from WHQ	600.00
	Net Regional Conference Expense	1,600.00
		(INPUT POSITIVE NUMBER)
4.	International Convention	
	Transportation/Registration/Accommodator	
	a. District Governor	960.00
	b. Lt. Governor Education & Training	1,350.00
	c. Lt. Governor Marketing	-
	d. Immediate Past District Governor	400.00
	e. Reimbursement from WHQ	600.00
	Net International Convention Expens	2,110.00
		(INPUT POSITIVE NUMBER)
TOTAL Travel Expense (Goes to page 1, Sec II.F)		7,610.00

Percentage of total Expenses (30% max) 28.4%

G. Other

	a. Equipment Purchase	1,500.00
	b. Miscellaneous	
Total Other (Goes to page 1, Sec II. G)		1,500.00
Percentage of total Expenses (10% max)		94.5%

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FOR THE PERIOD JULY 1, 2005 - JUNE 30, 2006

BUDGET

VII. DISTRICT CONFERENCE INCOME

A. Fall Conference Income

1.	Member Registrations	at \$		-
2.	Spouse / Guest Registrations	at \$		-
3.	Late Registrations	at \$		-
4.	Luncheon Tickets	at \$		-
5.	Banquet Tickets	at \$		-
6.	Speech Cont	at \$		-
7.	Other Revenue - Raffle			
				500.00

TOTAL Fall Conference Income

500.00

B. Fall Conference Expenses

1.	Supplies purchased from TI	
2.	Other Supplies	
3.	Programs and printing	
4.	Audiovisual equipment	
5.	Hotel / meeting room expenses	
6.	Awards, Certificates, etc.	
7.	Postage	
8.	Meal Expense	
9.	Other	

TOTAL Fall Conference Expenses

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

500.00

(Goes to page 1, Sec C. 1.)

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FOR THE PERIOD JULY 1, 2005 - JUNE 30, 2006

BUDGET

VII. DISTRICT CONFERENCE INCOME (con't):

A. Spring Conference Income

1.	Member Registrations	at \$		-
2.	Spouse /Guest Registrations	at \$		-
3.	Late Registrations	at \$		-
4.	Luncheon Tickets	at \$		-
5.	Banquet Tickets	at \$		-
6.	Speech Cont	at \$		-
7.	Other Revenue - Raffle			
				500.00

TOTAL Spring Conference Income 500.00

B. Spring Conference Expenses

1.	Supplies purchased from TI	
2.	Other Supplies	
3.	Programs and printing	
4.	Audiovisual equipment	
5.	Hotel / meeting room expenses	
6.	Awards, Certificates, etc.	
7.	Postage	
8.	Meal Expense	
9.	Other	

TOTAL Spring Conference Expenses -

NET SPRING CONFERENCE INCOME (LOSS) (B-A) 500.00

(Goes to page 1, Sec C. 2.)

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FOR THE PERIOD JULY 1, 2005 - JUNE 30, 2006

Following is a brief description/explanation of the estimated funds available and estimated expenses:
(This sheet is not protected. Users may adjust the white area as necessary.)

Funds Available (Section I)

This is a total from the checking account total on July 1, 2005 and the total in the District reserve account from the previous year plus the estiated membership payments that will be made in year 2005-2006

Marketing (Section II, A)

This category will allow the District to help current clubs build membership and expand building new clubs

Communications and Public Relations (Section II, B)

This category will cover the cost of the District newsletter, directory and website, to cover the cost of printing and distribution

Education and Training (Section II, C)

Educational materials ordered from TI to include the Leadership Excellence Series, the Better Club Series, and Speechcraft. Will cover meeting room expenses for training of Area and Division Governors

Speech Contest (Section II, D)

To cover Awards and Contest Kits ordered through TI catalog

Administration (Section II, E)

Telephone, postage to members that do not correspond via computer; TI purchases of supplies for top three officers

Travel (Section II, F)

Interdistrict travel for District Officers, midwinter, regional and International travel, registration, and accommodations

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|---|
| INSTRUCTIONS:
1. Print out Certification Sheet.
2. Obtain related signature below.
3. Mail original signed copy to WHQ. |
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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.

Gordon V Penniston District Governor	9/17/2005 Date
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Sam M Mehta Lt. Governor Education and Training	9/17/2005 Date
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Robert Logan Lt. Governor Marketing	9/17/2005 Date
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Karen Frantz District Treasurer	9/17/2005 Date
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