

	Jul-11	Aug-11	Sep-11	Oct-11	Nov-11	Dec-11	Jan-12	Feb-12	Mar-12	Apr-12	May-12	Jun-12	Total
Membership Revenue	451	290	6,829	5,635	1,484	729	535	417	7,563	5,135	1,504	1,214	31,786
Conference Revenue	-	1,435	-	-	10,250	-	-	-	-	-	15,200	-	26,885
Fundraising Revenue	-	-	-	-	-	-	-	-	-	-	-	-	-
TLI Revenue	560	-	-	-	-	-	2,625	-	-	-	-	1,575	4,760
District Store Revenue	-	-	20	-	250	-	100	-	-	-	250	120	740
Other Revenue	30	105	90	-	105	-	-	-	-	-	105	105	540
Total Revenue	1,041	1,830	6,939	5,635	12,089	729	3,260	417	7,563	5,135	17,059	3,014	64,711
Conference Expenses	-	-	-	-	9,550	-	-	-	-	-	13,800	-	23,350
Fundraising Expenses	-	-	-	-	-	-	-	-	-	-	-	-	-
TLI Expenses	278	-	-	-	-	-	2,625	-	-	-	-	2,275	5,178
District Store Expenses	-	-	50	50	150	50	75	50	50	50	150	65	740
Marketing	626	8,447	3,946	1,150	950	750	1,161	1,950	750	1,950	1,161	650	23,491
Communications & Public Relations	25	25	35	35	535	35	35	35	35	535	35	35	1,400
Education & Training	1,328	102	1,290	-	930	102	1,290	274	930	-	1,204	-	7,450
Speech Contest	-	-	2,490	800	150	-	-	-	2,490	800	150	-	6,880
Administration	-	-	35	35	25	35	35	25	35	35	25	35	320
Travel	-	2,630	85	95	295	75	1,250	95	75	75	875	75	5,625
Other Expenses	-	146	112	800	145	-	-	-	-	-	110	110	1,423
	2,257	11,350	8,043	2,965	12,730	1,047	6,471	2,429	4,365	3,445	17,510	3,245	75,857
District Net Income/(Loss)	(1,216)	(9,520)	(1,104)	2,670	(641)	(318)	(3,211)	(2,012)	3,198	1,690	(451)	(231)	(11,146)

	Total	Budget	% Policy Max
Conference Expenses	23,350		
Fundraising Expenses	-		
District Store Expenses	740		
Marketing	23,491		
	<u>47,581</u>	62.7%	Unlimited
TLI Expenses	5,178		
Education & Training	7,450		
	<u>12,628</u>	16.6%	30.0%
Communications & Public Relations	1,400	1.8%	25.0%
Speech Contest	6,880	9.1%	10.0%
Administration	320	0.4%	20.0%
Travel	5,625	7.4%	30.0%
Other Expenses	1,423	1.9%	10.0%
	<u>15,648</u>		
Total Expenses	<u>75,857</u>	100.0%	

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

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	<u>Budgeted</u> 31,786
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)	3,535
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 2012-2013 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)	(418)
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)	-
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	540
What other revenue is expected? Who is it from?	

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)

	<u>Budgeted</u>
<p>Marketing</p> <p>What is the main focus for your district? What events are planned? What is being done differently or the same as last year?</p>	23,491
<p>Communications and Public Relations</p> <p>What is the main focus for your district? What events are planned? What is being done differently or the same as last year?</p>	1,400
<p>Education and Training</p> <p>What is the main focus for your district? What events are planned? What is being done differently or the same as last year?</p>	7,450
<p>Speech contests</p> <p>What is the main focus for your district? What events are planned? What is being done differently or the same as last year?</p>	6,880
<p>Administration</p> <p>What is the main focus for your district? What events are planned? What is being done differently or the same as last year?</p>	320
<p>Travel</p> <p>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?</p>	5,625
<p>Other Expenses</p> <p>What other expenses are expected? What are they for? Why do they not fit in the other categories?</p>	1,423

		USD												
Account #	Account Name	Jul-11	Aug-11	Sep-11	Oct-11	Nov-11	Dec-11	Jan-12	Feb-12	Mar-12	Apr-12	May-12	Jun-12	Total
6005	Membership Revenue	451	290	6,829	5,635	1,484	729	535	417	7,563	5,135	1,504	1,214	31,786

		USD												
Account #	Account Name	Jul-11	Aug-11	Sep-11	Oct-11	Nov-11	Dec-11	Jan-12	Feb-12	Mar-12	Apr-12	May-12	Jun-12	Total
6045	District Store Revenue			20		250		100				250	120	740
7002	District Store Expenses			50	50	150	50	75	50	50	50	150	65	740
	District Store Net Income/(Loss)	-	-	(30)	(50)	100	(50)	25	(50)	(50)	(50)	100	55	-

		USD												
Account #	Account Name	Jul-11	Aug-11	Sep-11	Oct-11	Nov-11	Dec-11	Jan-12	Feb-12	Mar-12	Apr-12	May-12	Jun-12	Total
Other Revenue														
	6010 Donation Revenue													-
	6015 Interest Income													-
	6020 Miscellaneous Income	30	105	90		105						105	105	540
	District Store Net Income/(Loss)	30	105	90	-	105	-	-	-	-	-	105	105	540

USD														
Account #	Account Name	Jul-11	Aug-11	Sep-11	Oct-11	Nov-11	Dec-11	Jan-12	Feb-12	Mar-12	Apr-12	May-12	Jun-12	Total
Speech Contest Expenses														
7010	SC-Awards Expense (Trophies, Plaques, Ribbons & Certificates)			890	250	150				890	250	150		2,580
7086	SC-Miscellaneous Expenses			1,500	500					1,500	500			4,000
7030	SC-Photocopying Expense			100	50					100	50			300
														-
														-
														-
														-
														-
														-
														-
														-
														-
														-
														-
														-
														-
														-
														-
														-
	Total Speech Contest Expenses	-	-	2,490	800	150	-	-	-	2,490	800	150	-	6,880

		USD												
Account #	Account Name	Jul-11	Aug-11	Sep-11	Oct-11	Nov-11	Dec-11	Jan-12	Feb-12	Mar-12	Apr-12	May-12	Jun-12	Total
														-
														-
														-
														-
														-
														-
		-	-	-	-	220	-	-	-	-	-	800	-	1,020
Other Member														
														-
7064	Travel-Transportation - Taxis/Shuttle Expense			10	10			10	10					40
7062	Travel-Transportation - Mileage Expense													-
7068	Travel-Transportation - Other Expense			10	10			10	10					40
														-
														-
														-
														-
														-
														-
		-	-	20	20	-	-	20	20	-	-	-	-	80
Total Travel Expenses		-	2,630	85	95	295	75	1,250	95	75	75	875	75	5,625

Chart of Accounts - Revenue & Expense Accounts Only

<u>Account#</u>	<u>Account Name</u>
6005	Membership Revenue
6010	Donation Revenue
6015	Interest Income
6020	Miscellaneous Income
6025	Registration & Ticket Revenue
6030	Sponsorship/Advertising Revenue
6035	Raffle Revenue
6040	Auction Revenue
6045	District Store Revenue
7002	Cost of Sales Expense - District Store
7004	Badges & Pins
7006	Educational Materials
7008	Promotional Materials
7010	Awards Expense (Trophies, Plaques, Ribbons & Certificates)
7012	Supplies & Stationery Expense
7014	Room Rental Event Expense
7016	Meal Event Expense
7018	Decorations Expense
7020	Printing Expense
7022	Audio Visual Expense
7024	Newsletter Expense
7026	Website Expense
7028	Directory Expense
7030	Photocopying Expense
7032	Telephone Expense
7034	Conference Calls & Webinars Expense
7036	Advertising Expense
7038	Dues & Association Fee Expense
7040	Trade Show Registration Expense
7042	Outside Contractor Expense
7044	Postage Expense
7046	Express Mail/Courier Expense
7048	Equipment Purchase Expense (Less than \$500)
7050	Depreciation Expense
7052	Maintenance & Repairs Expense
7054	Mid Year Training Registration Fees Expense
7056	Convention Registration Fees Expense
7058	Lodging Expense
7060	Transportation - Airfare Expense
7062	Transportation - Mileage Expense
7064	Transportation - Taxis/Shuttle Expense
7066	Transportation - Rail Expense
7068	Transportation - Other Expense
7070	Bank Charges & Credit Card Fee Expense
7072	Sales Tax Expense (incl. GST, VAT, etc.)
7074	Foreign Currency Gain/Loss - Realized
7076	Foreign Currency Gain/Loss - Unrealized
7078	Food Expense
7080	Gifts & Thank Yous
7082	Incentives
7084	Sympathy Expense
7086	Miscellaneous Expenses