



District #: 52
 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	483	1,594	16,313	4,435	1,388	500	1,187	2,229	16,855	4,098	1,942	2,279	53,303
Conference revenue	-	-	-	-	-	-	-	-	-	-	10,400	-	10,400
Fundraising revenue	-	-	-	-	-	-	-	-	-	-	-	-	-
TLI revenue	-	-	-	-	-	-	-	-	-	-	-	-	-
District store revenue	-	-	-	-	-	-	-	-	-	-	-	-	-
Speech contest revenue	-	-	-	-	-	-	-	-	-	-	-	-	-
Other revenue	-	1,300	-	-	-	-	-	-	-	-	-	-	1,300
Total revenue	483	2,894	16,313	4,435	1,388	500	1,187	2,229	16,855	4,098	12,342	2,279	65,003
Conference expense	-	-	-	-	-	-	-	-	-	-	10,400	-	10,400
Fundraising expense	-	-	-	-	-	-	-	-	-	-	-	-	-
TLI expense	-	-	-	-	-	-	3,800	-	-	-	-	3,800	7,600
District store expense	-	-	-	-	-	-	-	-	-	-	-	-	-
Marketing expense	-	-	2,425	775	1,075	775	2,075	775	1,325	875	775	6,125	17,000
Communications & public relations exper	167	167	600	600	600	600	600	600	600	600	600	600	6,334
Education & training expense	267	267	367	267	367	267	367	267	367	267	5,167	567	8,804
Speech contest expense	-	-	-	-	-	-	-	-	1,200	600	-	-	1,800
Administration expense	100	100	100	100	100	100	100	100	100	100	100	100	1,200
Travel expense	-	5,630	200	-	-	100	1,500	50	100	-	300	100	7,980
Other expense	171	171	171	171	171	171	171	171	171	171	171	171	2,047
	705	6,335	3,863	1,913	2,313	2,013	8,613	1,963	3,863	2,613	17,513	11,463	63,165
District net income/(loss)	(222)	(3,441)	12,450	2,522	(925)	(1,513)	(7,426)	266	12,992	1,485	(5,171)	(9,184)	1,838

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	10,400		
Fundraising expense	-		
District store expense	-		
Marketing expense	17,000		
	27,400	43.4%	Unlimited
TLI expense	7,600		
Education & training expense	8,804		
	16,404	26.0%	30.0%
Communications & public relations expense	6,334	10.0%	25.0%
Speech contest expense	1,800	2.8%	10.0%
Administration expense	1,200	1.9%	20.0%
Travel expense	7,980	12.6%	30.0%
Other expense	2,047	3.2%	10.0%
	19,361		
Total Expenses	63,165	100.0%	

Cash & Cash Equivalents per Balance Sheet as of June 30, 2018 **40,934.52**

Retention amount needed on June 30, 2019* **13351**

Remaining funds at Year-end (estimated)** **29,421.79**

*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.



**TOASTMASTERS INTERNATIONAL
ANNUAL BUDGET
2018-2019**

DISTRICT

52

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>
Membership Revenue	53,303
<p>Our goal is to achieve President's Distinguished recognition, therefore our membership payments goal is 5,567. Unfortunately, last year we were not able to meet the membership payments requirement to be distinguished. This was due to not gaining new clubs in comparison to the previous year, corporate reorganization resulting in the closing of corporate sponsored clubs, and the resistance to acceptance of the new Pathways program. The following strategies worked in the past and will be enhanced and used again this year: membership building contests (Smedley, Talk Up Toastmasters, Beat the Clock), new club incentives, membership building workshops, and attracting returning members back to Toastmasters.</p>	
Conference Net Income/(Loss)	-
<p>Since this year we will only have a Spring Conference, we will exert our best effort to make this conference a success. The goal is to get as large a turnout as possible at the conference. We are budgeting for 125 attendees at \$75.00 per person (\$9,375). Approximately 25% of our attendees will receive an incentive, thus our projected revenue is \$7,000. Our goal is to breakeven on the Spring conference. The Spring Conference will be held in North Hollywood, CA. The total cost of the conference is projected to be \$10,400 (\$7,500 of which will be from the venue and food). In order to break even we will seek sponsorships, sell advertising in the program brochures, and raffle as many donated items as possible.</p>	
Fundraising Net Income/(Loss)	-
<p>There will be no fundraising events planned for the 2018-2019 Toastmaster year.</p>	
TLI Net Income/(Loss)	(7,600)
<p>We will have our TLIs in January 2019 and June 2019 (Date TBD). TLI's are free of charge to club officers. The main components of the expenses include: cost of venue, parking, food and beverages, materials and printing. The objective of the TLI is to ensure that our club officers achieve excellent officer training and benefit from the variety of workshops offered.</p>	
District Store Net Income/(Loss)	-
<p>District 52 does not have a District Store. It is not efficient to manage.</p>	
Other Revenue	1,300
<p>Other revenue is derived from our Awards and Installation Banquet tickets revenue.</p>	



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(Numbers are pulled from Summary tab)

Budgeted
17,000

Marketing

The main focus for this year is for District 52 to achieve President's Distinguished. Our Club Growth Director will oversee several workshops in building new clubs, adding new members, and retaining current members. The workshops will be open to members, club officers and area and division directors. We will also be offering each new club a one hundred dollar banner as well as providing incentives of up to \$50 in TI gift certificates during TI's three membership campaigns.

Communications and Public Relations

6,334

The main focus for District 52 is to be President's Distinguished. Our PRM and her team are actively working on the District website, Facebook, and YouTube. We will have a videographer creating District videos for training and PR purposes. Our PR team is reaching out to non Toastmasters to help us bolster our membership with fresh new members. Our promotional material includes flyers and other miscellaneous branding items.

Education and Training

8,804

The main focus for our District is to be President's Distinguished. We are holding extensive officer training opportunities. Our goal is to achieve 80% officers trained and 95% of clubs with 4 or more trained. We have a Club Officer Mastermind session coming up prior to the 2nd round of Officer Training so that Club Officers will be better informed, confident and be ready and willing embrace the 2nd round of officer training.

Speech contests

1,800

The main focus for District 52 is to produce the World Champion of Public Speaking. We will have all speech contests and their results posted on the District 52 website and Facebook. We will also provide contest and judges training. A contest admission fee of \$5.00 per person shall be assessed for non-functionaries. One change will be made this year. Area Directors who submit all of their visit reports before October 31 and February 28 (2nd Round) will receive up to a \$100 reimbursement for contest expenses. Area Directors are expected to pair with another AD from their division for a total of 12 Area Contests. Division Directors will also be eligible for up to \$100 reimbursement if 75% of visits in the division are attained.

Administration

1,200

The main focus of District 52 is to be President's Distinguished. There are no events that apply to Administration expenses. However, all events, trainings, contests and recognition indirectly apply to the Administration expenses. The Administration Manager will have an extended role this year. He will be in charge of entering the Club Officer Trainings, lead the District newsletter, and take minutes at all DEC meetings.

Travel

7,980

The main focus of District 52 is to be President's Distinguished. The District Director, Program Quality Director, and the Club Growth Director will be reimbursed for their travels to the District Leader Training, International Convention, and Mid-Year Training.

Other Expenses

2,047

Recognition and Appreciation



TOASTMASTERS INTERNATIONAL
ANNUAL BUDGET
2018-2019

DISTRICT 52

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	483	1,594	16,313	4,435	1,388	500	1,187	2,229	16,855	4,098	1,942	2,279	53,303

**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
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							800					800	1,600
7016	TLI-Meal Event Expense							2,500					2,500	5,000
7020	TLI-Printing Expense							250					250	500
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							50					50	100
7086	TLI-Miscellaneous Expenses							100					100	200
7090	Equipment Rental							100					100	200
														-
														-
														-
Total TLI Expenses		-	-	-	-	-	-	3,800	-	-	-	-	3,800	7,600
TLI Net Income/(Loss)		-	-	-	-	-	-	(3,800)	-	-	-	-	(3,800)	(7,600)



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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
IPDG														
7058	Lodging Expense													-
7060	Transportation - Airfare Expense													-
7062	Transportation - Mileage Expense													-
7064	Transportation - Taxis/Shuttle Expense													-
7066	Transportation - Rail Expense													-
7068	Transportation - Other Expense													-
7078	Travel-Food Expense													-
		-	-	-	-	-	-	-	-	-	-	-	-	-
Keynote Speaker														
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,													-
		-	-	-	-	-	-	-	-	-	-	-	-	-
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	-	5,630	200	-	-	100	1,500	50	100	-	300	100	7,980

Chart of Accounts - Revenue & Expense Accounts Only

<u>Account#</u>	<u>Account Name</u>	<u>Revenue</u>	<u>Expenses</u>	<u>Travel</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			
6050	Refunds - Registration & Tickets			
6055	Refunds - Other			
6060	Reimbursements - Registration & Tickets			
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 & Shipping Expense			
7046	Express Mail/Courier Expense			
7048	Equipment Purchase Expense (Less than \$500)			
7050	Depreciation Expense			
7052	Maintenance & Repairs Expense			
7070	Bank Charges & Credit Card Fee Expense			
7072	Sales Tax Expense (incl. GST, VAT, etc.)			
7078	Food Expense			
7080	Gifts & Thank Yous			
7082	Incentives			
7084	Sympathy Expense			
7086	Miscellaneous Expenses			
7088	Storage Expenses			
7092	TI Allocation			
7090	Equipment Rental			
7074	Gain/Loss - Realized			
7076	Foreign Currency Gain/Loss - Unrealized			
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			