

**TOASTMASTERS**  
INTERNATIONAL

District #: 26  
Budget Currency: USD  
Fiscal Year 2011-12

	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	609	442	13,120	8,841	2,749	973	1,170	724	14,980	8,988	2,503	1,897	56,996
Conference Revenue	-	-	-	4,000	7,550	-	-	-	-	6,050	8,200	-	25,800
Fundraising Revenue	-	-	-	1,700	600	-	-	-	-	700	1,300	-	4,300
TLI Revenue	-	-	-	-	-	-	-	-	-	-	-	-	-
District Store Revenue	250	-	-	1,000	2,100	-	1,200	-	750	-	-	2,000	7,300
Other Revenue	1	1	101	1	501	402	1	302	1	251	322	1	1,885
<b>Total Revenue</b>	<b>860</b>	<b>443</b>	<b>13,221</b>	<b>15,542</b>	<b>13,500</b>	<b>1,375</b>	<b>2,371</b>	<b>1,026</b>	<b>15,731</b>	<b>15,989</b>	<b>12,325</b>	<b>3,898</b>	<b>96,281</b>
Conference Expenses	-	-	-	1,350	9,900	-	-	-	-	950	12,800	-	25,000
Fundraising Expenses	-	-	-	-	-	-	-	-	-	-	-	-	-
TLI Expenses	1,900	-	-	-	-	-	1,900	-	-	-	-	-	3,800
District Store Expenses	-	-	4,000	-	-	-	-	-	-	4,000	-	-	8,000
Marketing	600	1,250	2,175	1,725	1,775	1,675	1,100	1,255	1,550	1,450	2,350	1,150	18,055
Communications & Public Relations	300	250	250	250	250	350	350	250	350	450	650	300	4,000
Education & Training	1,225	-	-	-	125	1,225	-	-	1,425	-	-	-	4,000
Speech Contest	-	-	1,750	-	750	-	-	-	-	1,750	750	-	5,000
Administration	130	220	1,050	150	250	150	150	130	130	250	260	130	3,000
Travel	475	2,375	350	400	4,050	650	2,425	400	600	850	3,350	2,850	18,775
Other Expenses	-	-	300	250	250	-	-	-	300	250	250	-	1,600
	4,630	4,095	9,875	4,125	17,350	4,050	5,925	2,035	4,355	9,950	20,410	4,430	91,230
District Net Income/(Loss)	(3,770)	(3,652)	3,346	11,417	(3,850)	(2,675)	(3,554)	(1,009)	11,376	6,039	(8,085)	(532)	5,051

	Total	Budget	% Policy Max
Conference Expenses	25,000		
Fundraising Expenses	-		
District Store Expenses	8,000		
Marketing	18,055		
	<u>51,055</u>	56.0%	Unlimited
TLI Expenses	3,800		
Education & Training	4,000		
	<u>7,800</u>	8.5%	30.0%
Communications & Public Relations	4,000	4.4%	25.0%
Speech Contest	5,000	5.5%	10.0%
Administration	3,000	3.3%	20.0%
Travel	18,775	20.6%	30.0%
Other Expenses	1,600	1.8%	10.0%
	<u>32,375</u>		
Total Expenses	<u>91,230</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.

S/ Norman G. Frickey 10/15/2011  
District Governor Date

S/Bea Garcia-Macliz 10/15/2011  
Lt. Governor Education and Training Date

S/Tom Hobbs 17-Oct  
Lt. Governor Marketing Date

S/ W G Ray 10/17/2011  
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)

**Budgeted**

**Membership Revenue**

**56,996**

District 26 has a goal of 176 and a stretch of 180 clubs for the 2011-12 year  
Improving the follow up on New Club Requests from TI will likely improve new clubs by 50%. Additional direct marketing to local corporations will be easier with the buzz of New Branding Articles. Increased use of Social Media Contacts for both members and new club via company Face book connections.

**Conference Net Income/(Loss)**

**800**

District 26 has two conferences schedule one in November and one in May 2012. November Conference is in Colorado Springs and May conference is in Loveland, Colorado. Conferences will include the business meeting, keynote speakers, workshops and speech contests. The conferences are budget to as close to break even as possible. The executive council decided to keep the per capata cost low to allow more people to attend. It is felt this is a good use of the member dues. We are currently budgeting for an average attendance of 185 - 200. The "ticket" cost will be in the \$150 range. The budget for the 2012-2013 conferences will be completed in the Spring of 2012?

**Fundraising Net Income/(Loss)**

**4,300**

District 26 currently plans two fundraising events held in conjunction with conferences. Money raised will be used to defray conference cost.

**TLI Net Income/(Loss)**

**(3,800)**

District 26 regularly conducts 5 TLI's each six months for a Total of 10. There is no charge for attending these events. The major TLI expenses are facility rental and copy expense.

**District Store Net Income/(Loss)**

**(700)**

District's Bookstore is run by the Bookstore Manager and is available to all members in District 26 at conferences, TLI's and other events upon request. Members can also contact the Bookstore Manager for items they need quickly or items they need to purchase at a particular event and would like the Bookstore Manager to have available at that event. All items in the Bookstore are purchased through Toastmasters International Bookstore. The actual cost of the item when sold to the members is increased in order to replenish the Bookstore Inventory. Costs are increased approximately 5 - 8% depending on the item.

**Other Revenue**

**1,885**

No other revenue is expected at this time

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(Numbers are pulled from Summary tab)

**Budgeted**

**Marketing**

**18,055**

The increased focus of member and club edification will add to member retention. Continued focus of the "Benefits to members" will continually improve meeting and contest quality of participants. Evaluation contest winners will receive Letter for their personal file and presented to their employer. Club anniversary edification with articles and photos in district Newsletter and news media releases. Increased conference and TLI attendance by added incentives for full club participation. The increased focus of member and club edification is a large step not utilized in recent history. Personal visits by the district leadership with awards, appropriate gifts and photos has a coordinator and a scheduling system is in place.

**Communications and Public Relations**

**4,000**

The PRO 2011-12 will support marketing by primarily focusing on the "BIG picture" and how it will unfold. We're building a website that serves as a high-profile marketing tool for the non-toastmaster while placing equal emphasis on expanding resources and promotion for current members. The web team has a strategy for adding state-of-the-art features without sacrificing the clean lines that are the recognized hallmark of professional design.

The District 26 Dialogue is designed to be a casual, more personal companion to the website. The new format, launched in March 2011 has received critical acclaim, renewed interest and active participation district-wide. We will continue to aggressively solicit

**Education and Training**

**4,000**

The main training is designed to improve the performance of district and club officers. The district has two district officer sessions designed to improve understanding of their role in the districts success. In addition to the ten (10) TLIs each division conducts mini-officer training sessions

In addition to regular officer training the district has instituted a series of sessions for contest judges, ad hoc session on mentoring and platform techniques. ?

**Speech contests**

**5,000**

D26 continues to emphasize the two speech contests (Interantional/Table Topics and Humorous/Evaluation) and encourages members and clubs to be involved. These move from the club to 37 Area contests to 6 Division Contests and final the grand finale at the district conference where all division winner compete.

This year's District Contests will be professionally videod and participants provided a free copy and the other copies sold at the bookstore.

**Administration**

**3,000**

The main focus of all administrative expense is to support the other district activities and projects. There are no speccal events planned. Priority will be directed to Marketing and Training activities.

**Travel**

**18,775**

Travel expenses are carefully monitored to allow maximum contact with clubs and areas in remote location? All travel is apporved ahead of time and is designed to support training, marketing activies, building new clubs and rescuing struggling clubs. We maximize car pooling and most reimbursement is for mileage (.35 cents) as well as overnight accomodations at locations more than 250 miles away from the Denver metro area or the travelers home.

Are there any maximums for your district to keep travel costs at a minimum. This year all travel is scrutiinezed and only that which enhance our district priority wittl be approved

**Other Expenses**

**1,600**

Most expenses are budget and planned; however, they may be something unforeseen and that's what other expenses are for? It is not anticipated there will be many (if any) other expenses.

		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	609	442	13,120	8,841	2,749	973	1,170	724	14,980	8,988	2,503	1,897	56,996







		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	250			1,000	2,100		1,200		750			2,000	7,300
7002	District Store Expenses			4,000							4,000			8,000
	District Store Net Income/(Loss)	<b>250</b>	-	<b>(4,000)</b>	<b>1,000</b>	<b>2,100</b>	-	<b>1,200</b>	-	<b>750</b>	<b>(4,000)</b>	-	<b>2,000</b>	<b>(700)</b>

		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
<b>Other Revenue</b>														
6010	Donation Revenue													-
6015	Interest Income	1	1	1	1	1	2	1	2	1	1	1	1	14
6020	Miscellaneous Income			100		500	400		300		250	321		1,871
<b>District Store Net Income/(Loss)</b>		<b>1</b>	<b>1</b>	<b>101</b>	<b>1</b>	<b>501</b>	<b>402</b>	<b>1</b>	<b>302</b>	<b>1</b>	<b>251</b>	<b>322</b>	<b>1</b>	<b>1,885</b>











		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
<b>Speech Contest Expenses</b>														
7010	SC-Awards Expense (Trophies, Plaques, Ribbons & Certificates)			1,500		500					1,500	500		4,000
7086	SC-Miscellaneous Expenses			250		250					250	250		1,000
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														-
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<b>Total Speech Contest Expenses</b>		-	-	1,750	-	750	-	-	-	-	1,750	750	-	5,000











		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
<b>Other Expenses</b>														
7086	Miscellaneous Expenses			300	250	250				300	250	250		1,600
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	Total Other Expenses	-	-	300	250	250	-	-	-	300	250	250	-	1,600

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