



District #: 62  
 Budget Currency: USD  
 Fiscal Year 2019-2020

	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Total
Membership revenue	210	607	10,081	2,552	838	367	317	959	9,866	2,596	824	480	29,697
Conference revenue	-	100	-	-	-	-	-	-	-	16,000	-	-	16,100
Fundraising revenue	-	-	-	-	-	-	-	-	-	-	-	-	-
TLI revenue	-	-	-	-	-	-	-	-	-	-	-	-	-
District store revenue	335	787	-	-	700	-	-	-	-	700	-	700	3,222
Speech contest revenue	-	-	-	-	-	-	-	-	-	-	-	-	-
Other revenue	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total revenue</b>	<b>545</b>	<b>1,494</b>	<b>10,081</b>	<b>2,552</b>	<b>1,538</b>	<b>367</b>	<b>317</b>	<b>959</b>	<b>9,866</b>	<b>19,296</b>	<b>824</b>	<b>1,180</b>	<b>49,019</b>
Conference expense	-	-	-	-	-	-	-	-	-	16,125	-	-	16,125
Fundraising expense	-	-	-	-	-	-	-	-	-	-	-	-	-
TLI expense	88	586	200	-	300	-	375	375	-	-	-	2,250	4,174
District store expense	-	-	-	700	-	-	-	-	700	-	-	700	2,100
Marketing expense	200	200	-	600	-	200	200	200	-	600	200	400	2,800
Communications & public relations expen	-	180	120	570	120	120	120	300	120	120	120	120	2,010
Education & training expense	406	-	-	-	2,925	-	-	-	-	-	1,000	450	4,781
Speech contest expense	-	-	-	-	-	-	-	-	3,013	300	-	-	3,313
Administration expense	46	197	425	196	47	275	47	125	250	100	350	196	2,253
Travel expense	502	8,853	580	674	404	343	2,113	343	418	1,414	343	343	16,331
Other expense	124	124	124	124	124	124	124	124	124	124	124	124	1,485
	<b>1,366</b>	<b>10,139</b>	<b>1,449</b>	<b>2,864</b>	<b>3,920</b>	<b>1,062</b>	<b>2,978</b>	<b>1,467</b>	<b>4,625</b>	<b>18,783</b>	<b>2,137</b>	<b>4,583</b>	<b>55,372</b>
District net income/(loss)	(821)	(8,644)	8,632	(312)	(2,382)	(695)	(2,661)	(508)	5,241	513	(1,313)	(3,403)	(6,353)

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	16,125		
Fundraising expense	-		
District store expense	2,100		
Marketing expense	2,800		
	<b>21,025</b>	<b>38.0%</b>	<b>Unlimited</b>
TLI expense	4,174		
Education & training expense	4,781		
	<b>8,955</b>	<b>16.2%</b>	<b>30.0%</b>
Communications & public relations expense	2,010	3.6%	25.0%
Speech contest expense	3,313	6.0%	10.0%
Administration expense	2,253	4.1%	20.0%
Travel expense	16,331	29.5%	30.0%
Other expense	1,485	2.7%	10.0%
	<b>25,392</b>		
<b>Total Expenses</b>	<b>55,372</b>	<b>100.0%</b>	

Total Stockholders Equity per Balance Sheet as of June 30, 2019 **13,777.00**

Retention amount needed on June 30, 2020\* **7424**

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

\*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  
2019-2020**

**DISTRICT 62**

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)

<b>Membership Revenue</b>	<u><b>Budgeted</b></u>
	<b>29,697</b>

The budget is the same revenue as last Toastmasters' year. However, District 62 plans to decrease the number of clubs needing coaches (26 at the start of the year) as well as grow new clubs. The growth level in both of these categories is targeted to be at least 2-3%, as the district plans to achieve Distinguished status or better. This would afford us an additional 2-3% revenue in this category, that is not budgeted.

<b>Conference Net Income/(Loss)</b>	<b>(25)</b>
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District 62 plans to hold a 2 day conference in Grand Rapids, MI. The conference is budgeted for a small loss (\$125). We are budgeting 100 attendees at \$130 each (or \$13,000 in registration revenue). We will offer multiple pricing options, such as "no meals", early bird, Saturday only and Friday night only. We are also offering advertising, sponsoring and auction revenues to offset the costs of the conference. Costs included are food at approximately \$120 per attendee; and \$3,375 for room & AV costs at the hotel; and approximately \$750 in supply, recognitions and other costs. No expenses were paid by the previous term.

<b>Fundraising Net Income/(Loss)</b>	<b>-</b>
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No fundraising events are planned.

<b>TLI Net Income/(Loss)</b>	<b>(4,174)</b>
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How many TLI events will be held? We will hold a "Mid-Year" main TLI and 4-5 division mid-year TLIs. This summer, 4 Division TLIS were held, along with a "last chance" TLI and a small TLI for clubs in a remote area. We are also planning a large District TLI for June 2020. We are not budgeting a fee/charge to the member; however, we will assess our finances throughout the year and may ask for a small registration fee or donations from attendees if needed. The main costs for the TLI events are food (refreshments) and printing/supply costs. Minimal printing has been budgeted due to the gracious donation of copying from one of the companies that supports one of our clubs.

<b>District Store Net Income/(Loss)</b>	<b>1,122</b>
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We have a District store that we offer to our members at conferences and District-wide TLI events (at least 3-4 events per year). We also offer members/clubs to request a special purchase when the District places an order. These are typically picked up at the events. The majority of the costs are Toastmasters International products. From time to time, we purchase items outside of Toastmasters (like keynote speaker materials for resale), but none are planned.

<b>Other Revenue</b>	<b>-</b>
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No other revenue is expected/budgeted.



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(Numbers are pulled from Summary tab)

	<u>Budgeted</u>
<b>Marketing</b>	<b>2,800</b>
Marketing focus is on engaging members/leaders with helping with new leads, demo meetings, and utilizing Speechcraft as a membership growth tool. Events include a "Speechcraft" Event with Keynote, Sheryl Roush; a visit from our Region Advisor (in October) to help with club visits; training at TLIs on marketing for new membership. There will also be training for Club Coaches, sponsors and mentors to help support our club growth. Costs budgeted are for Speechcraft kits, recognition for members, and meal event expenses. Many of the events will be free or held at other events (TLI's).	
<b>Communications and Public Relations</b>	<b>2,010</b>
Expenses budgeted for the year include Meetup, website, and printing (brochures/business cards). The focus this year will be on effective use of meetup (a meet up coordinator for the district has been identified). We will also continue some of the strategies from the current year (Facebook, EventBrite for events, Newsletter).	
<b>Education and Training</b>	<b>4,781</b>
One focus will be around consistency of training at TLIs. Each TLI this summer included either Pathways and Club Growth initiatives or both. We are looking at having a monthly Pathways event (either online or face to face). A second focus will be on the training of District Leaders. We have trained 100% of incoming leaders; with a focus on giving education throughout the year, such as a success plan webinar in July, and a mock Contest during our October DEC meeting. Lastly, we are planning a recognition event (Hall of Fame) at our main Mid-Year TLI. (The expenses budgeted are for the District Leader Training and the Hall of Fame event.)	
<b>Speech contests</b>	<b>3,313</b>
We are holding International, Evaluation and Table Topics contests this year. Different than last year, we are holding 3 contests. This was from feedback from members that Table Topics might help get more members involved, since more members are eligible for participation in this contest. We are encouraging Area Directors to schedule early so they can promote to their clubs at visits and get higher participation. Costs budgeted include refreshments, trophies and a videographer for the District Contest.	
<b>Administration</b>	<b>2,253</b>
Administrative costs include Bank Service charges; refreshments for our in person DEC meetings; conference call service for training/virtual council meeting and postage for shipping documents/supplies. 5 in-person DEC meetings are planned.	
<b>Travel</b>	<b>16,331</b>
The main expenses include Trio Training and Trio/IPDD Convention attendance in August totaling approximately \$9,000. Mid year Trio training is estimated to be \$2,100. \$1,300 is budgeted for our Spring conference keynote speaker and our Region Advisor lodging during his visit. The remainder of the expenses are mileage reimbursements. District 62 is reimbursing at 14 cents per mile per IRS requirements. All applicable miles (travel required for your role) are reimbursed at this rate. This is different than last year (reimbursement was at 35 cents per mile) To minimize expenses, carpooling is encouraged and Trio members share hotel rooms where possible.	
<b>Other Expenses</b>	<b>1,485</b>
This item is the TI allocation, which is 5% of our average monthly membership revenue. This helps TI cover the increased costs on behalf of districts (Concur, District Leader Travel, etc).	



TOASTMASTERS INTERNATIONAL  
ANNUAL BUDGET  
2019-2020

DISTRICT 62

USD

Account

Account #	Account Name	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Total
6005	Membership Revenue	210	607	10,081	2,552	838	367	317	959	9,866	2,596	824	480	29,697

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



TOASTMASTERS INTERNATIONAL  
ANNUAL BUDGET  
2019-2020

USD

Account #	Account Name	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Total
<b>Conference Revenue</b>														
6025	Conference Registration-Member		100								13,000			13,100
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										1,500			1,500
6035	Conference-Raffle													-
6040	Conference-Auction										750			750
6010	Conference-Donation										750			750
6020	Conference-Other Revenue													-
<b>Total Conference Revenue</b>		-	<b>100</b>	-	-	-	-	-	-	-	<b>16,000</b>	-	-	<b>16,100</b>
<b>Conference Expenses</b>														
7004	Conference-Badges & Pins													-
7008	Conference-Promotional Materials													-
7010	Conference-Awards Expense (Trophies,													-
7012	Conference-Supplies & Stationery Expense										250			250
7014	Conference-Room Rental Event Expense										2,200			2,200
7016	Conference-Meal Event Expense										12,000			12,000
7018	Conference-Decorations Expense										250			250
7020	Conference-Printing Expense										-			-
7022	Conference-Audio Visual Expense										1,175			1,175
7030	Conference-Photocopying Expense													-
7042	Conference-Outside Contractor Expense													-
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 You's										250			250
7086	Conference-Miscellaneous Expenses													-
7090	Equipment Rental													-
														-
														-
														-
<b>Total Conference Expenses</b>		-	-	-	-	-	-	-	-	-	<b>16,125</b>	-	-	<b>16,125</b>
<b>Conference Net Income/(Loss)</b>		-	<b>100</b>	-	-	-	-	-	-	-	<b>(125)</b>	-	-	<b>(25)</b>





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DISTRICT

62

USD

Account #	Account Name	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Total
6045	District Store Revenue	335	787			700					700		700	3,222
7002	Cost of Sales Expense - District Store	-			700					700			700	2,100
	District Store Net Income/(Loss)	335	787	-	(700)	700	-	-	-	(700)	700	-	-	1,122







7080 Marketing-Gifts & Thank Yous													-
7082 Marketing-Incentives	200		200		200		200		200		200		1,200
7086 Marketing-Miscellaneous Expenses													-
													-
													-
													-
	-	200	-	200	-	200	-	200	-	200	-	200	1,200
<b>Marketing-Other Expense</b>													
7008 Marketing-Promotional Materials			200										200
7010 Marketing-Awards Expense (Trophies,													-
7036 Marketing-Advertising Expense													-
7048 Marketing-Equipment Purchase Expense													-
7078 Marketing-Food Expense													-
7080 Marketing-Gifts & Thank Yous													-
7086 Marketing-Miscellaneous Expenses													-
													-
													-
													-
	-	-	-	200	-	-	-	-	-	-	-	-	200
<b>Total Marketing Expenses</b>	<b>200</b>	<b>200</b>	<b>-</b>	<b>600</b>	<b>-</b>	<b>200</b>	<b>200</b>	<b>200</b>	<b>-</b>	<b>600</b>	<b>200</b>	<b>400</b>	<b>2,800</b>









TOASTMASTERS INTERNATIONAL  
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DISTRICT

62

USD

Account #	Account Name	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Total
<b>Speech Contest Revenue</b>														
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													-
	<b>Total Speech Contest Revenue</b>	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Speech Contest Expenses</b>														
7006	SC-Educational Materials													-
7010	SC-Awards Expense (Trophies, Plaques,									1,898				1,898
7012	SC-Supplies & Stationery Expense									100				100
7014	SC-Room Rental Event Expense													-
7078	SC-Food Expense									-				-
7086	SC-Miscellaneous Expenses													-
7090	Equipment Rental													-
7022	SC-Audio Visual Expense										300			300
7016	SC-Meal Event Expense									1,015				1,015
	<b>Total Speech Contest Expenses</b>	-	-	-	-	-	-	-	-	3,013	300	-	-	3,313
	<b>Speech Contest Net Income/(Loss)</b>	-	-	-	-	-	-	-	-	<b>(3,013)</b>	<b>(300)</b>	-	-	<b>(3,313)</b>









TOASTMASTERS INTERNATIONAL  
ANNUAL BUDGET  
2019-2020

DISTRICT 62

USD

Account #	Account Name	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Total
<b>PR Manager</b>														
7058	Lodging Expense													-
7060	Transportation - Airfare Expense													-
7062	Transportation - Mileage Expense			22	22	22	22	22	22	22	22	22	22	220
7064	Transportation - Taxis/Shuttle Expense													-
7066	Transportation - Rail Expense													-
7068	Transportation - Other Expense													-
7072	Travel-Sales Tax Expense (incl. GST, VAT,													-
		-	-	22	22	22	22	22	22	22	22	22	22	220
<b>Administration Manager</b>														
7058	Lodging Expense													-
7060	Transportation - Airfare Expense													-
7062	Transportation - Mileage Expense			19	19	19	19	19	19	19	19	19	19	186
7064	Transportation - Taxis/Shuttle Expense													-
7066	Transportation - Rail Expense													-
7068	Transportation - Other Expense													-
7072	Travel-Sales Tax Expense (incl. GST, VAT,													-
		-	-	19	19	19	19	19	19	19	19	19	19	186
<b>Division Director</b>														
7058	Lodging Expense													-
7060	Transportation - Airfare Expense													-
7062	Transportation - Mileage Expense		30	85	85	85	85	85	85	85	85	85	85	880
7064	Transportation - Taxis/Shuttle Expense													-
7066	Transportation - Rail Expense													-
7068	Transportation - Other Expense													-
7072	Travel-Sales Tax Expense (incl. GST, VAT,													-
		-	30	85	85	85	85	85	85	85	85	85	85	880
<b>Area Director</b>														
7058	Lodging Expense			75						75				150
7060	Transportation - Airfare Expense													-
7062	Transportation - Mileage Expense	140	23	155	85	85	85	85	85	85	85	85	85	1,083
7064	Transportation - Taxis/Shuttle Expense													-
7066	Transportation - Rail Expense													-
7068	Transportation - Other Expense													-
7072	Travel-Sales Tax Expense (incl. GST, VAT,													-
		140	23	230	85	85	85	85	85	160	85	85	85	1,233



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DISTRICT 62

USD

Account #	Account Name	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Total
<b>IPDG</b>														
7058	Lodging Expense		963											963
7060	Transportation - Airfare Expense		782											782
7062	Transportation - Mileage Expense	28			31	31					31			122
7064	Transportation - Taxis/Shuttle Expense													-
7066	Transportation - Rail Expense													-
7068	Transportation - Other Expense		720											720
7078	Travel-Food Expense		150											150
		28	2,615	-	31	31	-	-	-	-	31	-	-	2,737
<b>Keynote Speaker</b>														
7058	Lodging Expense										290			290
7060	Transportation - Airfare Expense					30					750			780
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,													-
		-	-	-	-	30	-	-	-	-	1,040	-	-	1,070
<b>Other Member</b>														
7058	Lodging Expense				300									300
7060	Transportation - Airfare Expense													-
7062	Transportation - Mileage Expense	309		20	20	20	20	20	20	20	20	20	20	504
7064	Transportation - Taxis/Shuttle Expense													-
7066	Transportation - Rail Expense													-
7068	Transportation - Other Expense													-
7072	Travel-Sales Tax Expense (incl. GST, VAT,													-
		309	-	20	320	20	20	20	20	20	20	20	20	804
<b>Total Travel Expenses</b>		<b>502</b>	<b>8,853</b>	<b>580</b>	<b>674</b>	<b>404</b>	<b>343</b>	<b>2,113</b>	<b>343</b>	<b>418</b>	<b>1,414</b>	<b>343</b>	<b>343</b>	<b>16,331</b>

