



District #: 19
 Budget Currency: USD
 Fiscal Year 2016-2017

	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Total
Membership revenue	234	348	7,542	3,617	1,071	619	409	607	8,268	4,066	930	672	28,383
Conference revenue	-	-	-	10,775	-	-	-	-	-	10,900	-	-	21,675
Fundraising revenue	-	-	-	-	-	-	-	-	-	-	-	-	-
TLI revenue	-	-	-	-	-	-	-	-	-	-	-	-	-
District store revenue	-	-	-	450	-	-	-	-	-	450	-	-	900
Speech contest revenue	-	-	-	-	-	-	-	-	-	-	-	-	-
Other revenue	-	-	-	-	-	-	-	-	-	-	-	-	-
Total revenue	234	348	7,542	14,842	1,071	619	409	607	8,268	15,416	930	672	50,958
Conference expense	114	29	-	9,240	-	-	-	-	-	9,180	-	-	18,563
Fundraising expense	-	-	-	-	-	-	-	-	-	-	-	-	-
TLI expense	-	50	-	-	-	-	-	50	-	-	-	-	100
District store expense	-	-	520	-	-	-	-	-	520	-	-	-	1,040
Marketing expense	822	5,854	3,088	-	500	2,841	-	125	1,717	100	525	4,582	20,154
Communications & public relations expen	115	30	50	50	50	50	140	50	50	50	50	140	825
Education & training expense	40	1,517	765	625	335	335	3,360	335	935	335	635	2,353	11,570
Speech contest expense	-	301	400	600	-	-	-	-	400	900	-	-	2,601
Administration expense	36	243	65	115	25	25	25	25	25	115	25	225	949
Travel expense	798	5,690	1,291	2,525	-	-	-	2,412	1,291	1,500	-	1,810	17,318
Other expense	-	-	-	-	-	-	-	-	150	-	-	-	150
	1,925	13,713	6,179	13,155	910	3,251	3,525	2,997	5,088	12,180	1,235	9,110	73,269
District net income/(loss)	(1,691)	(13,365)	1,363	1,687	161	(2,632)	(3,116)	(2,390)	3,180	3,236	(305)	(8,438)	(22,311)

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	18,563		
Fundraising expense	-		
District store expense	1,040		
Marketing expense	20,154		
	39,756	54.3%	Unlimited
TLI expense	100		
Education & training expense	11,570		
	11,670	15.9%	30.0%
Communications & public relations expense	825	1.1%	25.0%
Speech contest expense	2,601	3.5%	10.0%
Administration expense	949	1.3%	20.0%
Travel expense	17,318	23.6%	30.0%
Other expense	150	0.2%	10.0%
	21,843		
Total Expenses	73,269	100.0%	

Cash & Cash Equivalents per Balance Sheet as of June 30, 2016 **35,042.00**

Retention amount needed on June 30, 2017* **7096**

Remaining funds at Year-end (estimated)** **5,635.43**

*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
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DISTRICT 19

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> 28,383
<p>What is the district's goals for the year regarding membership? Membership revenue provided by WHQ. 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? D19 has added several new incentives: Incentives for membership renewals, new members and new clubs for: Renewals in September, new members Aug – Sept; Feb. – March; May – June Lead generation incentives – sharing leads for new clubs</p>	

Conference Net Income/(Loss)	3,112
<p>At this time, what is the plan for both conferences? What city/state/country will they be held? Fall: Dubuque Iowa; Spring: Des Moines-area. At the time of the budget preparation, there have not been plans made to seek advertising or sponsorship for the spring conference; therefore this is not being factored into the budget. If conferences are not budgeted to net zero, explain why. What is the profit for? How do you justify the loss? Just a very small profit (less than \$100) How many attendees are you budgeting for and at what cost each? About how much will the tickets cost per registrant? Fall</p>	

Fundraising Net Income/(Loss)	-
<p>N/A</p>	

TLI Net Income/(Loss)	(100)
<p>Net loss; no charge for TLI. District will provide a very small dollar amount for room rental for TLIs.</p>	

District Store Net Income/(Loss)	(140)
<p>Does the district have a District Store? If not, why? Yes Are all the costs from Toastmasters International products? Yes If not from World Headquarters, what are the other costs? N/A When is the District Store available to the members? At conferences Items are sold at cost to members (District pays shipping). D19 is using "Bookstore Bucks" as incentives this year, where members can earn "Bookstore Bucks" for various incentives to use towards purchasing items from the bookstore. D19 will also be</p>	

Other Revenue	-
<p>N/A</p>	



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(Numbers are pulled from Summary tab)

Budgeted

Marketing

20,154

What is the main focus for your district? Building new clubs, helping struggling clubs, retaining members
 What events are planned? Booth at state SHRM conference (\$1000 registration for booth + \$1000 promotional materials), in addition to demo meetings for prospects
 What is being done differently or the same as last year? District will provide materials for members organizing a Speechcraft or YLP, kits for club sponsors, mentors and coaches. Incentives for lead generations – various incentives for progress into a new club chartering. *Continuing from prior years. D19 will provide club banner, stand and bag for newly chartered clubs. Other incentives:*

Communications and Public Relations

825

What is the main focus for your district? Finding more ways to reach members with news & events. Currently use MailChimp for directory, district website, meetup, facebook.
 What events are planned? ID visit in October, conferences, TLIs. D19 will help with PR activities for other club milestones as they arrive.
 What is being done differently or the same as last year? District website being updated with additional menus and information. *Mailchimp directory fee increased from prior years. Rate at 7/1 was \$25 and increased in Aug. & Sept. to a current rate of \$50*

Education and Training

11,570

What is the main focus for your district? Training DEC members, club officers, encouraging members to complete education awards.
 What events are planned? DEC meetings for training, TLIs, make up officer training.
 What is being done differently or the same as last year? Several incentives, using Bookstore Bucks/District Dollars & recognizing members accomplishments – club success plans completed, members completing presentations from SCS, LES, BSS, *Continuing from prior years – Distinguished by December 5, officer pins for 7x7 officer training*

Speech contests

2,601

What is the main focus for your district? Ensuring Area, Division & District contests are held
 What events are planned? Humorous, Evaluation - Fall; Table Topics, International - spring
 What is being done differently or the same as last year? New - DEC voted to send 2 contestants from Area contests to Division contests. All divisions will have 2 contestants from each area. District provides 1st-3rd trophies for Division contests. (Prior years only needed 1st & 2nd)

Administration

949

No planned changes from last year.

Travel

17,318

What is the main focus for your district? - Stay below 30% travel limit.
 Are there any maximums for your district to keep travel costs at a minimum? \$0.30/mile for DEC travel; \$0.15/mile for AD visits greater than 50 miles one way
 Who is budgeted to be reimbursed for travel? DEC members, keynote speakers for conferences, International Director visit planned
What events are being budgeted to be reimbursed for travel? DEC meetings, conferences

Other Expenses

150

Gambling license renewal for raffle baskets.



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USD

Account

#	Account Name	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Total
6005	Membership Revenue	234	348	7,542	3,617	1,071	619	409	607	8,268	4,066	930	672	28,383

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



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Account #	Account Name	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Total
Conference Revenue														
6025	Conference Registration-Member				9,675						10,300			19,975
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				500									500
6035	Conference-Raffle				600						600			1,200
6040	Conference-Auction													-
6010	Conference-Donation													-
6020	Conference-Other Revenue													-
Total Conference Revenue		-	-	-	10,775	-	-	-	-	-	10,900	-	-	21,675
Conference Expenses														
7004	Conference-Badges & Pins				160						160			320
7008	Conference-Promotional Materials				200						200			400
7010	Conference-Awards Expense (Trophies,				20						20			40
7012	Conference-Supplies & Stationery Expense													-
7014	Conference-Room Rental Event Expense													-
7016	Conference-Meal Event Expense				5,300						5,200			10,500
7018	Conference-Decorations Expense				100						100			200
7020	Conference-Printing Expense				500						500			1,000
7022	Conference-Audio Visual Expense				725						725			1,450
7030	Conference-Photocopying Expense													-
7042	Conference-Outside Contractor Expense													-
7048	Conference-Equipment Purchase Expense													-
7070	Conference-Bank Charges & Credit Card Fee	114	29		350						350			843
7072	Conference-Sales Tax Expense (incl. GST,				1,500						1,500			3,000
7078	Conference-Food Expense													-
7080	Conference-Gifts & Thank Yous				160						200			360
7086	Conference-Miscellaneous Expenses				225						225			450
7090	Equipment Rental													-
														-
														-
														-
Total Conference Expenses		114	29	-	9,240	-	-	-	-	-	9,180	-	-	18,563
Conference Net Income/(Loss)		(114)	(29)	-	1,535	-	-	-	-	-	1,720	-	-	3,112



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Account #	Account Name	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	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		50					50						100
7016	TLI-Meal Event Expense													-
7020	TLI-Printing Expense													-
7030	TLI-Photocopying Expense													-
7070	TLI-Bank Charges & Credit Card Fee													-
7072	TLI-Sales Tax Expense (incl. GST, VAT, etc.)													-
7080	TLI-Gifts & Thank You													-
7086	TLI-Miscellaneous Expenses													-
7090	Equipment Rental													-
														-
														-
														-
Total TLI Expenses		-	50	-	-	-	-	50	-	-	-	-	-	100
TLI Net Income/(Loss)		-	(50)	-	-	-	-	(50)	-	-	-	-	-	(100)



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Account #	Account Name	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Total
6045	District Store Revenue				450						450			900
7002	Cost of Sales Expense - District Store			520						520				1,040
	District Store Net Income/(Loss)	-	-	(520)	450	-	-	-	-	(520)	450	-	-	(140)

7080 Marketing-Gifts & Thank Yous												-	
7082 Marketing-Incentives												-	
7086 Marketing-Miscellaneous Expenses												-	
												-	
												-	
												-	
	-	-	-	-	375	-	-	-	-	-	400	2,040	2,815
Marketing-Other Expense													
7008 Marketing-Promotional Materials													-
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													-
													-
													-
													-
	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Marketing Expenses	822	5,854	3,088	-	500	2,841	-	125	1,717	100	525	4,582	20,154



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Account #	Account Name	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Total
Travel Expenses														
District Director														
7056	Convention Registration Fees Expense	100												100
7058	Lodging Expense		940						600					1,540
7060	Transportation - Airfare Expense		50						60					110
7062	Transportation - Mileage Expense	122	174	125						125			210	756
7064	Transportation - Taxis/Shuttle Expense								40					40
7066	Transportation - Rail Expense													-
7068	Transportation - Other Expense													-
7078	Travel-Food Expense		180						90					270
		222	1,344	125	-	-	-	-	790	125	-	-	210	2,817
Club Growth Director														
7056	Convention Registration Fees Expense													-
7058	Lodging Expense		1,230						600					1,830
7060	Transportation - Airfare Expense								60					60
7062	Transportation - Mileage Expense	6	6	10						10			100	132
7064	Transportation - Taxis/Shuttle Expense		25						40					65
7066	Transportation - Rail Expense													-
7068	Transportation - Other Expense		42						42					84
7078	Travel-Food Expense		181						90					271
		6	1,484	10	-	-	-	-	832	10	-	-	100	2,442
Program Quality Director														
7056	Convention Registration Fees Expense		600											600
7058	Lodging Expense		1,435						600					2,035
7060	Transportation - Airfare Expense		50						60					110
7062	Transportation - Mileage Expense	84	95	85						85			100	449
7064	Transportation - Taxis/Shuttle Expense		15						40					55
7066	Transportation - Rail Expense													-
7068	Transportation - Other Expense													-
7078	Travel-Food Expense		126						90					216
		84	2,321	85	-	-	-	-	790	85	-	-	100	3,465
Finance Manager														
7058	Lodging Expense													-
7060	Transportation - Airfare Expense													-
7062	Transportation - Mileage Expense												100	100
7064	Transportation - Taxis/Shuttle Expense													-
7066	Transportation - Rail Expense													-
7068	Transportation - Other Expense													-
7072	Travel-Sales Tax Expense (incl. GST, VAT,													-
		-	-	-	-	-	-	-	-	-	-	-	100	100



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Account #	Account Name	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Total
PR Manager														
7058	Lodging Expense													-
7060	Transportation - Airfare Expense													-
7062	Transportation - Mileage Expense	81		81						81			200	443
7064	Transportation - Taxis/Shuttle Expense													-
7066	Transportation - Rail Expense													-
7068	Transportation - Other Expense													-
7072	Travel-Sales Tax Expense (incl. GST, VAT,													-
		81	-	81	-	-	-	-	-	81	-	-	200	443
Administration Manager														
7058	Lodging Expense													-
7060	Transportation - Airfare Expense													-
7062	Transportation - Mileage Expense	89		90						90			200	469
7064	Transportation - Taxis/Shuttle Expense													-
7066	Transportation - Rail Expense													-
7068	Transportation - Other Expense													-
7072	Travel-Sales Tax Expense (incl. GST, VAT,													-
		89	-	90	-	-	-	-	-	90	-	-	200	469
Division Director														
7058	Lodging Expense													-
7060	Transportation - Airfare Expense													-
7062	Transportation - Mileage Expense	207	398	400						400			400	1,805
7064	Transportation - Taxis/Shuttle Expense													-
7066	Transportation - Rail Expense													-
7068	Transportation - Other Expense													-
7072	Travel-Sales Tax Expense (incl. GST, VAT,													-
		207	398	400	-	-	-	-	-	400	-	-	400	1,805
Area Director														
7058	Lodging Expense													-
7060	Transportation - Airfare Expense													-
7062	Transportation - Mileage Expense	109	144	500						500			500	1,753
7064	Transportation - Taxis/Shuttle Expense													-
7066	Transportation - Rail Expense													-
7068	Transportation - Other Expense													-
7072	Travel-Sales Tax Expense (incl. GST, VAT,													-
		109	144	500	-	-	-	-	-	500	-	-	500	1,753



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Account #	Account Name	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	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				325						300			625
7060	Transportation - Airfare Expense				1,000						1,000			2,000
7062	Transportation - Mileage Expense				200						200			400
7064	Transportation - Taxis/Shuttle Expense													-
7066	Transportation - Rail Expense													-
7068	Transportation - Other Expense													-
7072	Travel-Sales Tax Expense (incl. GST, VAT,													-
		-	-	-	1,525	-	-	-	-	-	1,500	-	-	3,025
Other Member														
7058	Lodging Expense				1,000									1,000
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,													-
		-	-	-	1,000	-	-	-	-	-	-	-	-	1,000
Total Travel Expenses		798	5,690	1,291	2,525	-	-	-	2,412	1,291	1,500	-	1,810	17,318

