



District #:
 Budget Currency:
 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	425	554	21,173	5,675	2,881	699	1,550	2,982	23,967	3,839	1,945	1,992	67,682
Conference revenue	-	-	-	-	-	-	-	-	-	-	50,000	-	50,000
Fundraising revenue	-	-	-	-	-	-	-	-	-	-	-	-	-
TLI revenue	-	-	-	-	-	3,000	-	3,000	-	-	-	6,000	12,000
District store revenue	-	-	-	-	-	-	-	-	-	-	-	-	-
Speech contest revenue	-	-	-	-	-	-	-	-	-	-	-	-	-
Other revenue	-	-	-	-	-	-	-	-	-	-	-	-	-
Total revenue	425	554	21,173	5,675	2,881	3,699	1,550	5,982	23,967	3,839	51,945	7,992	129,682
Conference expense	-	-	-	-	-	-	-	-	-	-	49,495	-	49,495
Fundraising expense	-	-	-	-	-	-	-	-	-	-	-	-	-
TLI expense	-	-	-	-	-	4,300	-	4,300	-	-	-	8,600	17,200
District store expense	-	-	-	-	-	-	-	-	-	-	-	-	-
Marketing expense	-	2,944	3,463	5,702	1,440	1,445	940	800	1,390	945	440	440	19,950
Communications & public relations expen	-	1,408	600	1,682	-	888	450	300	809	-	1,100	-	7,237
Education & training expense	465	3,791	1,216	1,799	50	50	4,594	240	750	-	-	-	12,956
Speech contest expense	-	1,017	-	-	-	-	-	-	-	2,734	-	-	3,751
Administration expense	10	23	78	2,935	108	110	590	77	110	123	220	2,540	6,923
Travel expense	569	13,511	8,065	830	481	778	11,699	481	481	654	11,883	480	49,912
Other expense	288	288	288	288	288	288	288	288	288	288	288	289	3,457
	1,332	22,983	13,710	13,236	2,367	7,859	18,561	6,486	3,828	4,743	63,426	12,349	170,881
District net income/(loss)	(907)	(22,429)	7,463	(7,561)	514	(4,160)	(17,011)	(504)	20,139	(904)	(11,481)	(4,357)	(41,199)

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	49,495		
Fundraising expense	-		
District store expense	-		
Marketing expense	19,950		
	69,445	40.6%	Unlimited
TLI expense	17,200		
Education & training expense	12,956		
	30,156	17.6%	30.0%
Communications & public relations expense	7,237	4.2%	25.0%
Speech contest expense	3,751	2.2%	10.0%
Administration expense	6,923	4.1%	20.0%
Travel expense	49,912	29.2%	30.0%
Other expense	3,457	2.0%	10.0%
	71,280		
Total Expenses	170,881	100.0%	

Cash & Cash Equivalents per Balance Sheet as of June 30, 2018 119,579.54

Retention amount needed on June 30, 2019* 16921

Remaining funds at Year-end (estimated)** 61,459.83

*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 0

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 WHO.** 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

67,682

The District's goal is to lead the district to Select Distinguished by June 30, 2019. This will mean that we increase membership payments from the current 5034 to 5283 (an increase of about 5%). We will continue with the previous initiatives such as Club Coaching, District team training and Club officer training.

Conference Net Income/(Loss)

505

This year District 99 will not have a fall conference due to a change in the policy by the International Board of Directors. We will still have the Spring conference which will be held in Saskatoon, Saskatchewan. The conference has forecasted a net surplus of \$505. One outstanding item is that the quote given by the hotel did not include the 17% gratuity that is indicated in the fine print. The conference committee is working on negotiating the amount down. The budget has accounted for the 17% gratuity and further positive outcome will contribute to the net income indicated. There is also no reflection of sponsorship, but it is anticipated that there will be sponsorships in the form of cash donations and services in kind.

Fundraising Net Income/(Loss)

-

It is not anticipated that the district will do any fundraising during the 2018-2019 year.

TLI Net Income/(Loss)

(5,200)

Three events (Dec 2018, February 2019, June 2019) are being organized for TLI this year. In June 2019, a TLI event will be conducted in both Alberta and Saskatchewan. Registration fee will be around \$20 per person, that will generally cover the food costs and printing materials. The main components of the expenses are room rentals, Photocopying and printing costs, food, Gifts and Thank you cards for the speakers and other small office supplies expenses. We target to have \$3,000 revenue per event, with a small operating loss to achieve Educational purpose.

District Store Net Income/(Loss)

-

The district no longer runs a district store and will therefore not be budgeting any amounts for this area.

Other Revenue

-

The district is not anticipating any other revenue for this year.



**TOASTMASTERS INTERNATIONAL
ANNUAL BUDGET
2018-2019**

DISTRICT 0

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(Numbers are pulled from Summary tab)

Budgeted

Marketing

19,950

Getting the publicity by word of mouth continued to be the District's mantra through quality clubs. This year, D99 has created a budget for both East and West part of the District for marketing purpose. In addition, small budgets were being created for attendance in local parades, mock weddings to engage small communities for participations, thereby promoting Toastmasters branding. District will need to initiate small budgets to engage more potential members. In addition, the District will place more focus on club coaching to ensure the clubs have access to trained and committed coaches. Budgets for printing and promotional materials are also included.

Communications and Public Relations

7,237

The District is using electronic platforms such as office 365 for team collaboration, Meetups for clubs and virtual meetings to bring everybody together for discussion more effectively. A bigger portion of the website expenses will be provisioning Meetup social platform which is about \$2,800. The District uses services such as survey monkey (Surveys and Registrations), mail chimp (Mass Emails) and registers the domain name d99tm.org for total of \$2,700. Promotional materials, room rentals and printing on P.R. are being provided to support PR efforts throughout the district.

Education and Training

12,956

The District will also continue to reinforce the club coaching program to gauge for the struggling clubs. Educational program such as club coaching program are being supported, as well as adding training for sponsors and mentors of new clubs. Our plan includes holding club coaching Training Sessions on an ongoing basis (8 coaching sessions planned), incentives such as recognition and awards, as well as complimentary HPL package for clubs to bring back to Distinguished status are part of the budget. Training for Division and Area Directors held in July, August and September accounts for about \$5,100 of the total budget. District mid-winter training will be held in January 2019 with Area and Divisions was budgeted at \$2,500.

Speech contests

3,751

This year has earmarked a change of eliminating the fall speech contests due to the elimination of fall conference. There will be no funding for fall speech contests provided. Budgeted amounts will be focused on support of the Spring contest season which will include the Evaluation and International competitors. A small camera was budgeted for the year to film the contests.

Administration

6,923

The biggest increase from last year in the Administration budget was due to a plan to increase the number of office 365 licenses from 8 to 15 to provide support for division directors to use the platform, as well. This will allow the division directors to conduct virtual meetings and leverage the same services provided to the district executive (skype for business, email and calendaring, Onedrive for file storage, Sharepoint, Teams collaboration platform). The District anticipates the benefits of strengthened communications and collaboration are worth the additional costs.

Travel

49,912

Travel continues to be a major category for the district. The trio attended training and the International Convention in Chicago, Illinois. The Immediate Past District Director attended the International convention as well. The trio will be attending the mid-winter training to be held in Seattle Washington in January 2019. Distances that need to be covered by the district continue to be a challenge to provide support for the required travel. Travel costs have been eliminated to by examining the location of area directors in proximity to their clubs. Distances are calculated using Google Maps. Provision has been made for 2 club visits per area director. The spring conference is being held in Saskatoon this year which will necessitate travel by all of the district.

Other Expenses

3,457

The only other expenses that are budgeted are for the Toastmaster International allocation fund of \$288.11 per month. This covers the costs of our district's portion of services provided by Toastmasters International.



TOASTMASTERS INTERNATIONAL
ANNUAL BUDGET
2018-2019

DISTRICT 0

Account

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#	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	425	554	21,173	5,675	2,881	699	1,550	2,982	23,967	3,839	1,945	1,992	67,682

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



TOASTMASTERS INTERNATIONAL
ANNUAL BUDGET
2018-2019

DISTRICT 0

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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
Conference Revenue														
6025	Conference Registration-Member											50,000		50,000
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 &													-
6055	Conference Refunds - Other													-
6060	Reimbursements - Registration & Tickets													-
6030	Conference-Sponsorship/Advertising													-
6035	Conference-Raffle													-
6040	Conference-Auction													-
6010	Conference-Donation													-
6020	Conference-Other Revenue													-
Total Conference Revenue		-	-	-	-	-	-	-	-	-	-	50,000	-	50,000
Conference Expenses														
7004	Conference-Badges & Pins											1,635		1,635
7008	Conference-Promotional Materials											450		450
7010	Conference-Awards Expense (Trophies,													-
7012	Conference-Supplies & Stationery Expense													-
7014	Conference-Room Rental Event Expense											900		900
7016	Conference-Meal Event Expense											32,760		32,760
7018	Conference-Decorations Expense											2,400		2,400
7020	Conference-Printing Expense											2,450		2,450
7022	Conference-Audio Visual Expense											3,200		3,200
7030	Conference-Photocopying Expense											50		50
7042	Conference-Outside Contractor Expense											1,500		1,500
7048	Conference-Equipment Purchase Expense													-
7070	Conference-Bank Charges & Credit Card											1,500		1,500
7072	Conference-Sales Tax Expense (incl. GST,													-
7078	Conference-Food Expense											250		250
7080	Conference-Gifts & Thank Yous											650		650
7086	Conference-Miscellaneous Expenses											1,750		1,750
7090	Equipment Rental													-
														-
														-
														-
Total Conference Expenses		-	-	-	-	-	-	-	-	-	-	49,495	-	49,495
Conference Net Income/(Loss)		-	-	-	-	-	-	-	-	-	-	505	-	505



TOASTMASTERS INTERNATIONAL
ANNUAL BUDGET
2018-2019

DISTRICT 0

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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						3,000		3,000				6,000	12,000
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		-	-	-	-	-	3,000	-	3,000	-	-	-	6,000	12,000
TLI Expenses														
7006	TLI-Educational Materials													-
7010	TLI-Awards Expense (Trophies, Plaques,													-
7012	TLI-Supplies & Stationery Expense													-
7014	TLI-Room Rental Event Expense						1,200		1,200				2,400	4,800
7016	TLI-Meal Event Expense													-
7020	TLI-Printing Expense													-
7030	TLI-Photocopying Expense						300		300				600	1,200
7070	TLI-Bank Charges & Credit Card Fee													-
7072	TLI-Sales Tax Expense (incl. GST, VAT, etc.)													-
7080	TLI-Gifts & Thank You						500		500				1,000	2,000
7086	TLI-Miscellaneous Expenses						800		800				1,600	3,200
7090	Equipment Rental													-
7078	TLI-Food Expense						1,500		1,500				3,000	6,000
														-
														-
Total TLI Expenses		-	-	-	-	-	4,300	-	4,300	-	-	-	8,600	17,200
TLI Net Income/(Loss)		-	-	-	-	-	(1,300)	-	(1,300)	-	-	-	(2,600)	(5,200)



TOASTMASTERS INTERNATIONAL
ANNUAL BUDGET
2018-2019

DISTRICT 0

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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																																																																																																																																																																																																			
Speech Contest Revenue																																																																																																																																																																																																																	
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													-		Total Speech Contest Revenue	-	-	-	-	-	-	-	-	-	-	-	-	-	Speech Contest Expenses															7006	SC-Educational Materials													-	7010	SC-Awards Expense (Trophies, Plaques,		1,017								1,354			2,371	7012	SC-Supplies & Stationery Expense										180			180	7014	SC-Room Rental Event Expense										700			700	7078	SC-Food Expense													-	7086	SC-Miscellaneous Expenses													-	7090	Equipment Rental													-	7048	SC-Equipment Purchase Expense (Less than \$500)										500			500															-		Total Speech Contest Expenses	-	1,017	-	-	-	-	-	-	-	2,734	-	-	3,751		Speech Contest Net Income/(Loss)	-	(1,017)	-	-	-	-	-	-	-	(2,734)	-	-	(3,751)
	Total Speech Contest Revenue	-	-	-	-	-	-	-	-	-	-	-	-	-																																																																																																																																																																																																			
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7012	SC-Supplies & Stationery Expense										180			180																																																																																																																																																																																																			
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7078	SC-Food Expense													-																																																																																																																																																																																																			
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	Total Speech Contest Expenses	-	1,017	-	-	-	-	-	-	-	2,734	-	-	3,751																																																																																																																																																																																																			
	Speech Contest Net Income/(Loss)	-	(1,017)	-	-	-	-	-	-	-	(2,734)	-	-	(3,751)																																																																																																																																																																																																			



TOASTMASTERS INTERNATIONAL
ANNUAL BUDGET
2018-2019

DISTRICT 0

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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
Travel Expenses														
District Director														
7056	Convention Registration Fees Expense													-
7058	Lodging Expense		2,436					675						3,111
7060	Transportation - Airfare Expense							54						54
7062	Transportation - Mileage Expense			250	250	250	250	250	250	250	250	481	250	2,731
7064	Transportation - Taxis/Shuttle Expense		30					108						138
7066	Transportation - Rail Expense													-
7068	Transportation - Other Expense		112					249						361
7078	Travel-Food Expense		120					81						201
		-	2,698	250	250	250	250	1,417	250	250	250	481	250	6,596
Club Growth Director														
7056	Convention Registration Fees Expense		715											715
7058	Lodging Expense		2,504					675						3,179
7060	Transportation - Airfare Expense							54						54
7062	Transportation - Mileage Expense	231		287	580	231	528	230	231	231	404	290	230	3,473
7064	Transportation - Taxis/Shuttle Expense			100				100						200
7066	Transportation - Rail Expense													-
7068	Transportation - Other Expense		144					248						392
7078	Travel-Food Expense		196					81						277
		231	3,558	387	580	231	528	1,388	231	231	404	290	230	8,289
Program Quality Director														
7056	Convention Registration Fees Expense		732											732
7058	Lodging Expense		2,436					675						3,111
7060	Transportation - Airfare Expense							54						54
7062	Transportation - Mileage Expense											231		231
7064	Transportation - Taxis/Shuttle Expense		90					108						198
7066	Transportation - Rail Expense													-
7068	Transportation - Other Expense		84					249						332
7078	Travel-Food Expense		316					81						397
		-	3,658	-	-	-	-	1,167	-	-	-	231	-	5,055
Finance Manager														
7058	Lodging Expense													-
7060	Transportation - Airfare Expense													-
7062	Transportation - Mileage Expense											231		231
7064	Transportation - Taxis/Shuttle Expense													-
7066	Transportation - Rail Expense													-
7068	Transportation - Other Expense													-
7072	Travel-Sales Tax Expense (incl. GST, VAT,													-
		-	-	-	-	-	-	-	-	-	-	231	-	231



TOASTMASTERS INTERNATIONAL
ANNUAL BUDGET
2018-2019

DISTRICT 0

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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
PR Manager														
7058	Lodging Expense													-
7060	Transportation - Airfare Expense													-
7062	Transportation - Mileage Expense			300				600				231		1,131
7064	Transportation - Taxis/Shuttle Expense													-
7066	Transportation - Rail Expense													-
7068	Transportation - Other Expense													-
7072	Travel-Sales Tax Expense (incl. GST, VAT,													-
		-	-	300	-	-	-	600	-	-	-	231	-	1,131
Administration Manager														
7058	Lodging Expense													-
7060	Transportation - Airfare Expense													-
7062	Transportation - Mileage Expense											231		231
7064	Transportation - Taxis/Shuttle Expense													-
7066	Transportation - Rail Expense													-
7068	Transportation - Other Expense													-
7072	Travel-Sales Tax Expense (incl. GST, VAT,													-
		-	-	-	-	-	-	-	-	-	-	231	-	231
Division Director														
7058	Lodging Expense													-
7060	Transportation - Airfare Expense													-
7062	Transportation - Mileage Expense			1,351				1,351				1,488		4,190
7064	Transportation - Taxis/Shuttle Expense													-
7066	Transportation - Rail Expense													-
7068	Transportation - Other Expense													-
7072	Travel-Sales Tax Expense (incl. GST, VAT,													-
		-	-	1,351	-	-	-	1,351	-	-	-	1,488	-	4,190
Area Director														
7058	Lodging Expense													-
7060	Transportation - Airfare Expense													-
7062	Transportation - Mileage Expense			5,777				5,777				6,500		18,055
7064	Transportation - Taxis/Shuttle Expense													-
7066	Transportation - Rail Expense													-
7068	Transportation - Other Expense													-
7072	Travel-Sales Tax Expense (incl. GST, VAT,													-
		-	-	5,777	-	-	-	5,777	-	-	-	6,500	-	18,055



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ANNUAL BUDGET
2018-2019

DISTRICT 0

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		1,662											1,662
7060	Transportation - Airfare Expense		749											749
7062	Transportation - Mileage Expense		345											345
7064	Transportation - Taxis/Shuttle Expense		59											59
7066	Transportation - Rail Expense													-
7068	Transportation - Other Expense		782											782
7078	Travel-Food Expense													-
		-	3,597	-	-	-	-	-	-	-	-	-	-	3,597
Keynote Speaker														
7058	Lodging Expense											540		540
7060	Transportation - Airfare Expense											850		850
7062	Transportation - Mileage Expense											-		-
7064	Transportation - Taxis/Shuttle Expense													-
7066	Transportation - Rail Expense													-
7068	Transportation - Other Expense	338										810		1,148
7072	Travel-Sales Tax Expense (incl. GST, VAT,													-
		338	-	-	-	-	-	-	-	-	-	2,200	-	2,538
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		569	13,511	8,065	830	481	778	11,699	481	481	654	11,883	480	49,912

