



D112 2020 – 2021 Budget Proposal 2

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PART 1 INTRODUCTION

Basis: *The foundation for the budget is District Procedure 1*

“The District Mission as defined by Toastmasters International is: “We build new clubs and support all clubs in achieving excellence.

To improve the promotion of Toastmasters International within New Zealand, each year District 112 shall aim to achieve, using the District Success Plan, the minimum of Distinguished District.

District 112 covers a large geographical area and is committed, as much as practicable, to providing” the benefits of Toastmasters to rural and urban areas and to ensuring that urban and rural members are enabled to take advantage of the communication and leadership opportunities in the District”

Change to Draft Budget posted in July and reason for delay:

The below budget proposals differ from the draft budget posted on the District website in July. We delayed finalising the budget pending the government’s alert level update for Monday 25th August, as well as receipt of the anticipated directive regarding contests following the Board of International Directors Briefing at the Toastmasters International Conference. There were then further delays following the decision to hold the District Conference exclusively online and upon receiving a new format Budget Template from Toastmasters International on the 29th of August.

Explanation as to why the District is being asked to consider three budgets:

Toastmasters International determined that from this year onwards, Districts would no longer be permitted to submit a deficit budget. In the past, Districts were able to use their reserve funds to supplement their funding. We therefore stopped obtaining a District levy or donation from clubs, as we were able to draw on our reserve funds in need.

We were aware that Toastmasters International were not comfortable with Districts accumulating large District reserves, as this potentially could jeopardise our not for profit status. To address this, as a District, we decided to spend a significant portion of our reserves over a three-year period, providing clubs with assets that would assist them in the long term. The updated branded pull up banners formed a part of this project. As we are no longer able to have a deficit budget, we may no longer be able to fund or partially fund the provision of pull up banners.



As we feel the reserve funds were obtained from our District and can be put to good use to help our District retain membership and grow, particularly following the impact of COVID, we are presenting three budgets:

The first budget, **Proposal 1**, falls within the Toastmasters International guidelines and adheres to the updated specified category percentages. We have called this, somewhat tongue in cheek, our “Undistinguished Budget” (code name “Ugly Duckling”).

The second budget, **Proposal 2**, while adhering to the budget category percentage requirements, does take us to a deficit position, however, will be substantiated by a Business Case submitted to Toastmasters International motivating what we believe we can achieve with a higher level of funding. We have called this our “Distinguished Budget” code name Cinderella”.

The third budget, **Proposal 3**, would require special dispensation to use previous reserve funds for specific projects. This includes continuing our brand enhancement vision to provide interested clubs with the rebranded pull up banners. A further project is to conduct research to gain better insight into our markets. We are in a new environment; we believe it is crucial to gauge where, and what type of demand for potential membership exists to maximise use of the limited funding available. As a result of the impact of COVID, coupled with the end of the traditional program, some clubs may struggle to retain membership in the October renewal period, with a few clubs already dissolving. While also focusing on membership retention, we need to make a concerted effort to gain new members. As information is required quickly, we believe we would benefit from outsourcing this market research. This cost should pay for itself through increased membership renewals but does result in a deficit budget.

This year the District is focused on developing long term leadership depth throughout the District. To achieve this, we have appointed many first time District officers. Ideally, while embracing the online learning opportunities, our original plan was to have face to face training sessions with our District Officers as well. This was to enhance the facilitation of strong mentor relationships and one on one interactions at different levels. This was to provide our newest District Officers with exposure to the depth of some of our senior District leaders’ Toastmasters knowledge. While this would have provided value to the long-term growth of our District, it would also have been expensive, as the cost of venue hire, and flights has increased substantially due to COVID. (Less people flying and a greater demand on venues – organisations using non-hotel venues due to hotels being used for quarantine purposes). While we have had some District Officer training in person and some of our Area Director visits will still be in person, we have now increased our Zoom account budget to facilitate more online support, training, workshops and mentoring. This is our Select Distinguished budget (code name Ralph). Our goal is to end the year as a Select Distinguished District.

Our District, like others, have for some time been basing our reimbursement rate for District Officer travel on the US IRS business travel rate (NZ\$ 0.50 per kilometre). We are now required to use the lower IRS Charities rate (NZ\$ 0.35 per kilometre). We are aware that in New Zealand this reimbursement rate is much lower than our local recommended rate by the IRD (Inland Revenue Department) at 0.79 per kilometre (Reference: <https://www.ird.govt.nz/income-tax/income-tax-for-businesses-and-organisations/types-of-business-expenses/claiming-vehicle-expenses/kilometre-rates-2018-2019>)



PART 2 THE NARRATIVES

The following are questions from Toastmasters International and the District's Answers

MEMBERSHIP REVENUE \$89,821

Q *What is the District's goals for the year regarding membership? 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?*

A While we did have a small reduction in membership payments last year, in the current environment, this could have been worse: 2018-19 year 6510, 2019-20 year 6240 = 270 (4%). Funding is tight this year as Toastmasters International has reduced their memberships dues allocation to Districts, are charging a percentage dues renewal fee and we are no longer able to use our reserve funds. The impact of COVID 19 has resulted in most clubs struggling to retain members and grow membership. Some of the corporate clubs have been impacted by redundancies and may not restart. Some clubs were slow to implement online meetings and lost membership. While providing opportunities, online meetings were challenging for members who were not computer literate. Members who were dual members in several clubs in some cases could no longer afford multiple memberships.

There is a great deal of potential in D112, despite the challenges we experienced due to the COVID-19 pandemic. The District will continue and increase its support of online, in person, and hybrid clubs. A hybrid club is an excellent way to build our District and addresses the geographical challenges faced by many Divisions. We have some clubs with low membership, due to demographic challenges. We are seeing that hybrid meetings are providing these clubs with the opportunity to grow and draw on the experience of other clubs. We therefore plan to provide additional training on hybrid clubs, online clubs and the use of Zoom. This will help both build and re-build clubs and more importantly, give so many more individuals the opportunity to join Toastmasters. If COVID-19 taught us anything, it is that we do not have to stop learning, we can comfortably support individuals on their learning journey, either in person or online. This is an excellent motivation to offer more flexibility in attendance. We have appointed a District Zoom Master to support and assist the District in using and increasing our online skills.

Our District strategy is to drive membership campaigns to gain new members:

- Our Public Relations Manager (PRM) is well versed in initiating and running exciting Social Media campaigns
- Our PRM has experience is creating videos and has the skills and willingness to conduct regular workshops and to train Club VPs Public Relations
- Adherence to and promotion of brand awareness to ensure we are providing a consistent and professional image
- Website update, with easy navigation and relevant information for newcomers, clearly outlining the expectations of a Toastmasters' membership.



We identified the best way to retain membership is through:

- Keeping members informed and engaged
- Obtaining regular feedback from clubs to ascertain member needs
- Holding workshops to identify and address educational gaps (offer more Educational workshops and greater Pathways support)
- Empowering Area and Division Directors to develop skills to enable clubs and members to reach their full potential.

CONFERENCE / NET INCOME

Q *What city will they be held in? If conferences are not budgeted to net zero, explain why. What is the profit for? How do you justify the loss? How many attendees are you budgeting for and at what cost each? About how much will the tickets cost per registrant? How much are the venues budgeted to cost? Did the prior term pay any expenses or receive any revenue for these conferences?*

A Due to the latest directives from Toastmasters International, the District Conference will now be held online from 30th April – 2nd May, instead of at the Waipuna Conference Centre in Auckland. The District Conference will still include exceptional educational and keynote speakers. While not a part of the District Conference, COVID levels allowing, an Awards Dinner Dance will be held.

FUNDRAISING

Q *How many events will be held? What is each event for? What will the funds received be used for?*

A At this point, no fundraising events are planned. In our first year as a District, continuing the practice from D72, before we split, a District service charge or donation was levied. As the District always had a substantial surplus, members considered this unethical. Appreciating this, we promised we would not charge a District service fee / donation this year.

In the past, some Divisions had collected a gold coin donation. Overall, this was not well supported or received. Most of the Divisions within the Auckland region had very minimal success with gold coin donations.

While there are members on the team who have fundraising skills, we would prefer to use their selling skills on membership building and retention drives, as we believe this should be one of our strongest areas of focus this year. In addition, as levels of COVID may continue to be changed at short notice, it is not prudent to organise large events this year.

DISTRICT STORE

Q *Does the District have a District Store? If not, why? Are all the costs from Toastmasters products? If not from WHQ what are the other costs? When is the district store available to members? Are all the costs from Toastmasters International products? If not from World Headquarters, what are the other costs? When is the District Store available to the members?*



- A When the D72 – D112 reformation was completed, we chose to not have our own District Store, but reached an agreement with D72 to order items through their District store. It is hard work to run a District store and extremely time consuming. The D72 District Store ran at a loss and we had to carry half of that cost. As Pathways is delivered online and there is less call for paper-based Toastmasters International products, D112 will not have a District Store this year. As COVID has impacted many members financially and affected the speed with which Toastmasters International orders are processed, we are hoping Toastmasters International will soon consider allowing some products to be supplied locally.

OTHER REVENUE

- Q *What other revenue is expected? Who is it from?*

A The only other source of revenue expected is from bank interest.

MARKETING OUTSIDE OF TOASTMASTERS

- Q *What is the main focus for your district? What events are planned. What is different from last year?*

A Our first area of focus will be to conduct market research to ensure our funds for marketing are spent wisely to attain maximum benefit. Our marketing will include maximising the opportunities presented by an online hybrid environment. Lockdown has highlighted the need for people to be competent in an online environment – to be able to communicate with family and friends and to be effective in a work environment, this creates multiple opportunities. There will be a major focus on marketing to attract new membership and encouraging former members to reinstate their membership while at the same time retaining membership. (Refer to membership section above). We will also charter new clubs in the areas of greatest opportunity confirmed by the market research conducted. There is funding under Education and Training for membership workshops in different geographical areas of the District. There are Marketing Incentives, which are explained in the “Recognition Section” below. The District will also be enhancing its current website to better serve, inform and entice guests attracted to our District website through our marketing activities.

PUBLIC RELATIONS

- Q *What is the main focus for your district? What events are planned? What is being done differently or the same as last year?*

A The primary focus is to generate more Toastmasters brand and club awareness by running regular PR workshops, having a vibrant website and maximising the use of social and traditional media.

- Members will be provided training on interviewing techniques, how to create YouTube videos and use Facebook live streaming.
- Members’ human-interest stories and achievements will be highlighted as Public Relations opportunities on social media, in print and on radio.



- One of the purposes of improving the overall functionality of the District Website is to specifically increase guest engagement and the awareness of the benefits of a Toastmasters membership
- Support clubs in changing their domain name on their social media platforms

CLUB GROWTH

Q *What is the main focus for your District? What events are planned? What is being done differently or the same as last year?*

A

- In addition to retaining existing membership - identifying the need being fulfilled and the value of being a member.
- Conduct market research – for new and corporates – what has worked and not worked, what corporate clubs could be extended to sites in our District.
- Assessing member demographics and division market segmentation – from the data obtained from market research, target marketing per division
- Website upgrade – drive more traffic to website, Facebook and club websites – make it easier for visitors to learn about D112
- D112 campaign videos – short videos – to appeal to different demographics – campaign face
- Recognition of Clubs that reach milestones or have celebrations to emphasise the benefits of Toastmasters membership in the community and work environments

RECOGNITION

Q *What is the main focus for your District? What events are planned? What is being done differently or the same as last year?*

A Note on District Gift Vouchers. At the Toastmasters International Board Briefing, it was announced that third party gift cards are no longer permitted. Where third party gift cards (such as the gift cards to Stationery Warehouse) were planned as incentives, these are likely to be substituted for a gift card or credit to the Toastmasters International Shop. The club may choose what they purchase with these Toastmasters International gift cards - equipment for their club, promotional material, or incentives for club members.

Clubs will need to pay their own freight costs. However, if the club places an order at the same time as a District order is being placed, District will cover the cost of this freight from the United States to New Zealand.

[a] Recognition as per District Procedures

Distinguished Toastmasters Medals and Triple Crown Pins. Eligibility is specified in the District Awards criteria.



[b] This Year's Recognition:

Recognition pertaining to Club Officer Training

Choice of a Toastmasters International Shop credit or Pathways Chart for clubs who had five or more club officers attend Club Officer Training

A laminator for clubs that have five or more club officers attend both rounds of Club Officer Training

Recognition for holding successful Open House meetings

Incentives for gaining five new members by the 30th of September and three new members in the second quarter

Recognition of Area Directors for:

- Holding Area Council meetings with Moments of Truth
- Club Coaches being appointed to Clubs with 12 members or fewer
- Early submission of Area Director Club visit reports

Recognition of Division Directors for:

- Holding both Division Council Meetings on time, ensuring Area Director reports and their Division Director reports are submitted on time
- Clubs in Division attaining 75% of attendance at Club Officer Training for both rounds
- Retaining and building new clubs

Club Growth

New Clubs to be presented with a pull up club banner

Further recognition to be given dependent on which version of the budget is approved by TI

EDUCATION AND TRAINING

Q *What is the main focus for your district? What events are planned? What is being done differently or the same as last year?*

A There are four major focus areas in Education & Training, most of which will now rely heavily on Zoom session, workshops, webinars and will include peer group sessions

- Pathways
- Club Officer Training
- District Officer Training
- Workshops to be scheduled:
 - Contest Management and Judging
 - Running Online Contests
 - Pathways
 - Membership
 - Hybrid and Online Meetings
 - Public Relations

The District is encouraging a mentoring approach in all our clubs to ensure that all new and existing members have the information they require to embrace the Pathways learning program.



SPEECH CONTESTS

- Q *What is the main focus for your district? What events are planned? What is being done differently or the same as last year?*
- A Following Area, Division and District contents now being conducted online, the District will provide further training and help clubs run online contests. The District will incur the costs of providing additional Zoom accounts to support the Area, Division and District contests and workshops. Last year all Division and District contests were held online. Place winner certificates will be couriered to Division and District 1st, 2nd, and 3rd place winners. Digital certificates will be provided to Area Contest winners. District placement winners will be presented with their medal at the annual Awards Dinner or have these couriered to them, should they be unable to attend the Awards Dinner.

ADMINISTRATION

- Q *What is the main focus for your district?*
- A Undertake efficient, personal, and accurate communication and maintain accurate records
- Find an efficient email redirection system (as we have needed to change our Domain name)
 - Source an efficient email distribution system
 - Manage the change of domain name for all clubs.
 - Incentivise Area Directors to submit club visit reports in a timely manner.
 - online, where there is a need.
 - Assist District Officers to schedule and hold Zoom meetings for their Area and Division Council meetings, Contest preparation and peer group calls
 - Assist the District in coordinating Zoom sessions for any conflict resolution or mentoring requirements

FOOD AND MEALS

- Q *What is the main focus for your District? Are there any maximums for your District to keep food and meal costs at a minimum? Who is budgeted to be reimbursed for food and meals? What events are being budgeted to be reimbursed for food and meals? What is being done differently or the same as last year?*
- A Many members attend Club Officer Training, workshops and other educational training sessions straight from work. Due to traffic or distances travelled, they have not had time to eat and are hungry. It has become apparent that in addition to building team spirit, if food is provided at these sessions, members are more engaged, participate more and are less inclined to leave early. The food is generally arranged by the Area, Division or other District Officer teams arranging the event. Divisions have different needs based on the behaviour patterns of their members. In some Divisions members are more than happy to bring a plate, whereas in other Divisions the members do not have time to do this. The Division Directors met in June to discuss their budget requirements for the year, including the cost of food and meals. The Top Table was able to provide suggestions and feedback drawn from the



experience of previous years. Our teams are encouraged not to prepare lavish meals, but to prepare cost effective food. Teams are encouraged to include healthy options and to be cognisant of the dietary requirements of our members, whether that be vegetarian, gluten or carb free or other. Food is generally provided at District organised events such as officer training sessions, workshops, Area, Division or District Council meetings.

TRAVEL

Q *What is the main focus for your district? Are there any maximums for your District to keep travel costs at a minimum? Who is budgeted to be reimbursed for travel? What is being done differently or the same as last year? What events are being budgeted to be reimbursed for travel? Are there any maximums for your district to keep travel costs at a minimum? What is being done differently or the same as last year?*

A Travel is the largest challenge area for this District. Due to so much uncertainty around COVID-19, our Travel budget is very conservative. We have budgeted for the following travel costs:

- Apart from Division K, all Division Directors provided budgets to which we have adhered as closely as possible, other than reducing travel and catering costs for the events cancelled or moved online due to COVID and the associated costs of COVID.
- Travel budgets were cut with most of the District Officer Training and District Executive meetings, all the Club Officer Training sessions, Area, Division and District contests, District Council meetings and District Conference being moved online.
- If the budget were larger and we did not have the uncertainty of the impact of COVID, we would have preferred to have offered all the training and meetings both virtually and in person.
- Travel has been budgeted to allow the Trio, Top Table and Area and Division Directors to attend their first Training, Vision, District Success Plan and Budget planning meetings in person. (These sessions were held prior to the second lockdown). All other training is being conducted online due to the uncertainty of COVID and to reduce costs. (Air flights are significantly more expensive due to the impact of COVID).
- The budget has been set to include the two Area Director official visits to clubs in their area - for city clubs that is negligible and rural divisions significant.
- Travel budgeted for the Auckland based Division R Director to assist and engage with his Division has been slightly reduced
- If we are in COVID Level 1 towards the end of April and the lodgings budget has not been fully used, we may conduct District training workshops around the time of our District Awards Dinner in person as well as online and allocate a portion of funding for accommodation to assist District Officers to attend this training.
- Trio members have a small budget for travel within the District, mainly to attend special events, such as significant Club anniversaries and celebrations or charter functions. Some travel (or alternatively lodgings) has been budgeted to allow Trio members to connect with and provide mentoring to Divisions. (Due to the reduction of other one-on-one opportunities).



While we may potentially not spend the whole travel budget, our approach is to budget that everyone will claim their entitlement (under District procedures). Experience has shown that some District officers choose to not claim.

LODGINGS

Q *What is the main focus for your District? Are there any maximums for your District to keep lodging costs at a minimum? What is the main focus for your District? Are there any maximums for your District to keep lodging costs at a minimum? Who is budgeted to be reimbursed for lodging? What events are being budgeted to be reimbursed for lodging? What is being done differently or the same as last year?*

A Lodgings is a new category in the District budget template. Previously, the only costs incurred for lodgings have been:

- Accommodation for the Trio to attend Toastmasters International Mid-Year training and the Toastmasters International Convention
- If the District ends the Toastmasters Year as a Distinguished District or above, then, as per District Procedures, accommodation is paid for the Immediate Past District Director to attend the Toastmasters International Convention
- Should a Toastmasters International VIP visit the District, the District may be required to contribute towards their lodgings

This year, due to COVID, we do not anticipate any international travel. We have chosen to have lodgings available, as an alternative for some of our District officers where appropriate. In these uncertain times, this provides us with more flexibility. For example, our first Division Director Vision, District Success, budgeting, and training weekend was held at a holiday home. This provided lodgings to those Division Directors travelling to the event and doubled up as a venue at which training was held.

We do not know how much travel will take place this year. Rather than having a large travel budget that we may potentially not use, we have allocated a smaller travel budget than normal, supplemented by a lodgings budget. Should more travel become possible and we have exhausted our travel budget, the option will be to hold training or workshops at accommodation that doubles as a training venue. We will then be able to have paid for the lodgings for our District officers, in place of travel. This also caters for the District being in different levels of lock down. In instances where some Divisions are in lock down and others are not, training and workshops may be held in person, in these Divisions, enabling District officers who live far away to use the lodgings, which may also be used to host the training event.

OTHER EXPENSES

Q *What other expenses are expected?*

A This year Toastmasters International are charging a percentage of membership renewals.



PART 3 2020-2021 DISTRICT BUDGET

D112 2020-2021 District Budget

	TI Max Exp %	% Of Tot Exp	BUDGET	Last year Actual	Last year's Budget
Membership revenue			\$89,821	\$102,702	\$98,844
Conference revenue			\$0	\$120	\$61
Fundraising revenue			\$0	\$0	\$0
TLI revenue			\$0	\$0	\$0
District store revenue			\$0	\$0	\$0
Speech contest revenue			\$0	\$0	\$0
Interest revenue			\$0	\$15	\$60
Other revenue			\$685	\$9,465	\$0
Total revenue			\$90,506	\$112,302	\$98,965
Conference expense	N/a		\$0	\$0	\$0
Fundraising expense	N/a		\$0	\$0	\$0
TLI expense	N/a		\$0	\$0	\$0
District store expense	N/a		\$0	\$0	\$0
Marketing expense	10%	10.0%	\$8,982	\$42,021	\$42,000
Recognition expense	20%	19.5%	\$17,482	\$0	\$0
Club Growth expense	15%	14.9%	\$13,395	\$0	\$0
Communications & Public Relations Expenses	10%	10.0%	\$9,023	\$13,508	\$13,350
Education & Training expense	15%	14.4%	\$12,910	\$30,125	\$30,500
Speech contest expense	5%	3.3%	\$2,920	\$7,433	\$20,000
Administration expense	10%	10.0%	\$8,948	\$25,776	\$25,000
Travel expense	25%	19.4%	\$17,451	\$32,927	\$65,000
Lodging	15%	11.0%	\$9,886	\$0	\$0
Food and Meals	15%	10.6%	\$9,517	\$0	\$0
Other expense	0%	0%	\$0	\$18,540	\$5,000
			\$110,514	\$170,330	\$200,850
District net Surplus/Deficit			-\$20,008	-\$58,028	-\$101,885



PART 4 2020-2021 DISTRICT BUDGET CATEGORY DETAILS

Membership Revenue

This is set by WHQ

\$89,982

Other revenue

The only other revenue is from Bank Interest.

Marketing Expenses

7008	Marketing-Promotional Materials	\$7,982
7012	Marketing-Supplies & Stationery Exp	\$1,000
7040	Trade Show Registration	\$0
7078	Food Expense	\$0
7082	Marketing-Incentives	\$0
7086	Marketing-Miscellaneous Expenses	\$0
	TOTAL MARKETING EXPENSES	<u><u>\$8,982</u></u>

Recognition Expenses

7006	Recognition-Educational Materials	\$50
7008	Recognition-Promotional Materials	\$3,000
7010	Recognition-Awards Expense	\$1,000
7012	Recognition-Supplies & Stationery Exp	\$2,630
7036	Recognition-Advertising Expense	\$22
7044	Recognition-Postage & Shipping	\$0
7082	Recognition-Incentives	\$10,780
	TOTAL RECOGNITION EXPENSES	<u><u>\$17,482</u></u>

Club Growth Expenses

7006	Membership Growth-Educational Materials	\$0
7008	Membership Growth-Promotional Materials	\$10,935
7010	Membership Growth-Awards Expense	\$0
7012	Membership Growth-Supplies & Stationery Exp	\$0
7036	Membership Growth-Advertising Expense	\$1,760
7044	Membership Growth-Postage & Shipping	\$700
7082	Membership Growth-Incentives	\$0
	TOTAL CLUB GROWTH EXPENSES	<u><u>\$13,395</u></u>



Communications & Public Relations Expenses

7008	CPR Promotional materials	\$5,587
7012	CPR Supplies & Stationary	\$0
7026	CPR-Website Expense	\$3,436
7032	CPR Telephone Note 1	\$0
7042	CPR Outside Contractor	\$0
7086	CPR-Miscellaneous Expenses	\$0
TOTAL COMMUNICATIONS & PR EXPENSES		\$9,023

Education & Training Expense

		Total
TRAINING CLUB OFFICERS COT & Workshops		
7014	ET Room Rental	\$0
7078	ET Food Expense	\$0
7020	ET Printing Expense	\$0
	Sub Total Club Officers	\$0
TRAINING DISTRICT OFFICERS (Note 2)		
7014	ET Room Rental	\$476
7006	ET Educational Materials	\$1,246
7090	ET Equipment Rental Expense	\$61
	Sub Total District officers	\$1,783
OTHER ET EXPENSES		
7004	ET Badges & Pins	\$0
7010	ET Awards Expense	\$4,820
7082	ET Incentives	\$6,007
7086	ET Miscellaneous	\$300
	Sub Total Other ET	\$11,127
TOTAL EDUCATION & TRAINING		\$12,910

Speech Contest Expense

7010	SC Awards Expense	\$1,820
7012	SC Supplies and Stationery Exp	\$150
7014	SC Room Rental	\$950
7078	SC Food Expense	\$0
7090	SC Equipment Rental	\$0
7042	SC Outside Contractor Exp	\$0
		\$2,920



Administration Expense

7048	Admin-Equipment Purchase	\$0
7086	Admin-Miscellaneous Expenses	\$0
7034	Admin-Conference Calls & Webinars Expense	\$2,100
7012	Admin-Supplies & Stationery Expense	\$670
7010	Admin-Awards Expense	\$0
7020	Admin-Printing Expense	\$0
7026	Admin-Website Expense	\$3,453
7004	Admin-Badges & Pins	\$400
7070	Admin-Bank Charges & Credit Card Fee Expense	\$120
7046	Admin-Express Mail/Courier Expense	\$400
7044	Admin-Postage Expense	\$900
7032	Admin-Telephone Expense	\$805
7084	Admin-Sympathy Expense	\$100
	TOTAL ADMINISTRATION EXPENSE	<u>\$8,948</u>

Travel and Lodging Expense

District Director	\$ 600
Programme Quality Director	\$ 600
Club Growth Director	\$ 550
Public Relations Manager	\$ 100
Finance Manager	\$ 100
Administration Manager	\$ 100
Division Directors	\$ 9,137
Area Directors	\$ 15,870
IPDD	\$ 280
TI Director	\$ 0
Other Officers	\$ 0
TOTAL	<u>\$27,337</u>

Food and Meals

7078	Food Expense	\$9,517
7016	Meal Event Expense	\$0
	TOTAL FOOD AND MEAL EXPENSES	<u>\$9,517</u>

Other Expense (Estimate)

TI Policy 8.4: District Fiscal Management Clause 4.

Toastmasters International also funds District activities that support the District mission. These include, but are not limited to, training events for District leaders, software systems to support financial management and club building, District support functions, and marketing programs.



To support these activities, each District will contribute five (5) percent of its previous year's membership income annually. The amount will be collected from each District's reserve account evenly throughout the year on a monthly basis.