Template for Convention Budget
Instructions.

1 The print area is in the large box
2 You may add items. These must be coded to the appropriate code (refer sheet 2). Please ensure that any additional items have been included in the Totals on the budget and also in the totals in the green cells for the District Treasurer

3 If an item is not part of your budget, please just record it a zero, rather than deleting it.
4 In the variable expenses the numbers are liked to the registrations.
5 The only Sponsorship to be shown is that received in cash.
6 The cash float advance from the District does not form part of the Convention income.
7 The complementary registrations are for the District Governor and the district Supplies Officer. As convention funds are part of District funds, this is simpler than invoicing the district treasurer.

Toastmasters International District 112 Convention

(all figures are GST inclusive)

District 112 Convention - Karaka Bloodstock Pavilion

01/05/2023 : Note all is draft based on 2022

	A/c Code		No of People	Charge	Sub Total	Total		
		Advance from District Funds						
a		Amount Advanced			0.00			
b		Repayment of Advance from District			0.00			
a-b						$0.00		
	REVENUE		Qty	At	Sub Total	Total		
		REGISTRATIONS						
d	505	Conference Reg- Pre Early Bird (May 2023)	0	0.00	-		Not Offered	6025
e	505	Conference Registration-Early Bird (to 31.10.22)	0	0.00	-		Not Offered	6025
f	505	Conference-Full Registrations (Start to 20.4.23)	155	100.00	15,500.00			6025
	515	Conference-Late Registrations (21.4.23 onwards)	40	110.00	4,400.00			6025
	515	Conference-Late Registrations on the weekend	0	0.00	-		Not Offered	
	505	Conference-Friday Only	0	0.00	0.00		Not Offered	6025
	505	Conference-Saturday Only	0	0.00	-		Not Offered	6025
g	505	Conference-Sunday Only	0	0.00	0.00		Not Offered	6025
h	530	Conference Registration-Speech contests only	0	0.00	0.00		Not Offered	6025
		Conference Registration-Complimentary	5	0.00	0.00		District Team plus Speakers or Presentors	
i		***Total Registrations***	200			19,900.00	Maximum Capacity	
		OTHER REVENUE						
	540	Friday Lunch Not applicable			-		Self Funding	7016
	540	Friday Dinner (Make own arrangement)	0	0.00	0.00			
j	540	Friday Night Entertainment Not applicable	0	0.00	0.00			7016
k	520	Saturday Lunch	125	21.28	2,659.38		Self Funding	7016
l	525	Saturday Night Dinner/Dance	100	65.00	6,500.00		Maximum Capacity	7016
		Sunday Breakfast for First Timers	0	30.00	0.00			
		Total Meal Events				9,159.38		

	540	Conference-Raffle				250.00				6025
	535	Conference-Sponsorship/Advertising				250.00				6035
	540	Monies for Advertising from Corporate Clubs				250.00				6030
	540	Other				0.00				6020
	540	Speechcraft Fundraiser				250.00				
	540	Bank Interest				2.50				
	TOTAL REVENUE					**30,061.88**				
	EXPENSES									
			Qty	At	Sub Total	Total				
	Variable Expenses (*Finalised 7-10 days before the event*)									
	640	Morning Tea Friday	0	0.00	-					
	640	Lunch Friday			-		Self Funding			
	640	Afternoon Tea Friday Not applicable			-					
	640	Friday night Dinner (Make own Arrangement)	0	0.00	-					
c+d+e+f+g	640	Morning Tea Saturday	200	9.20	1,840.00					
c+d+e+f+g	640	Lunch Saturday	125	21.28	2,659.38		Self Funding			
c+d+e+f+h	640	Afternoon Tea Saturday	200	9.20	1,840.00					
j	640	Saturday Night Dinner Food Costs	100	51.75	5,175.00		Maximum Capacity			
	640	Sunday Breakfast for First Timers	0	0.00	-					
k	640	Morning Tea Sunday	200	9.20	1,840.00					
l	640	Lunch Sunday								
		Total variable Expenses				13,354.38				
		Surplus Available for Other expenses				16,707.50				
	Semi Variable Expenses (*Finalised 30 -45 days before the event*)									
	610	Convention Ambassadors ID	15	1.00	15.00					
	610	Convention Packs	200	5.00	1,000.00					
	610	Banner Ribbons	100	1.50	150.00					
i	610	Conference Badges	200	1.00	200.00					
	610	Conference Badges Lanyards	200	2.00	400.00					
	610	Conference Bag Fillers	200	0.00	0.00					
i	610	Conference Bags	200	20.00	4,000.00					
	610	Conference Bag Name Inserts	200	1.00	200.00					
i	610	Conference Pens	200	1.00	200.00					
	610	Thank you gifts	15	20.00	300.00					
	615	Programs	200	4.00	800.00					
	645	Educationals material Costs (eg photocopying)	200	2.00	400.00					
	645	Saturday Night Entertainment	?		750.00					
		Hirage-Tables, Chairs, Cutlery, Glasses	?		500.00					
		Total Semi-variable Expenses				8,915.00				
		Surplus Available for Other expenses				7,792.50				
	Fixed Expenses		Qty	At	Sub Total	Total				
		VENUE COSTS								
	625	Friday -		1,380.00						
	625	Saturday -		905.63			Apportion 50/50			
	625	Saturday - - Dinner		474.38			Apportion 50/50			

625	Sunday -		1,380.00							
	Total Venue Costs			4,140.00	-					
	AUDIO-VISUAL COSTS									
620	Audio-visual equipment Hire			1,000.00		Friday	?			
620	Audio-visual equipment Staff Costs			1,000.00		Saturday	?			
620	Audio-visual Presentation			1,000.00		Sunday	?			
620	Audio-visual equipment Other Costs			500.00						
620	Audio-visual equipment - Data Projector $50/day/per room			345.00		3 days 2 rooms				
620	Filming of the International Contest			0.00		District Cost				
	Total Audio Visual Costs				3,845.00					
	OTHER FIXED COSTS									
635	Postage			50.00						
645	Complimentary Registrations (per D112 procedures)	3	0.00	0.00						
645	Convention Ambassadors	20	15.00	300.00						
645	Convention Contests			50.00						
645	Keynote Speaker Accommodation, meals, etc	Sponsored		0.00						
645	Pen & Paper (Supplied by Suncourt)	200	0.92	184.00						
645	Phone calls			20.00						
645	Prizes			100.00						
645	Registration Envelopes			250.00						
645	Registration Forms			100.00						
645	Signage			100.00						
645	Stationery			125.00						
645	Transport Costs (speakers travel - sponsored)			50.00						
645	Website			50.00						
645	Sundry expenses			0.00						
					1,379.00					
	TOTAL FIXED COSTS				**5,224.00**					
	PROJECTED SURPLUS				**$2,568.50**					

SUMMARY FOR DISTRICT TREASURER ETC

Saturday Night Dinner	
Venue costs	474.38
Food & Beverage Package	5,175.00
cutlery, etc as reqd	
Saturday Night Entertainment	750.00
	6,399.38
Revenue	6,500.00
projected surplus /(loss)	100.63