



DISTRICT BUDGET

DISTRICT NO. _____

Due at WHQ by September 30

FOR THE PERIOD JULY 1, _____ - JUNE 30, _____

Table with columns for Fund/Expense categories, dollar amounts, and percentage of funds/expenses. Includes sections for Funds Available (A, B, C), Expenses (A-G), and Final Budgeted Funds (F, G).

For this budget to be complete the following must be attached: the pages detailing expenses A through G, District Conference income, and a budget narrative explaining expenditures in each expense category. All estimated income and expenses must be included and this form must be signed by the District Governor, Lt. Governor Education and Training, Lt. Governor Marketing, and District Treasurer. The District Administrative Bylaws require that this budget be submitted for approval at the first District Council Meeting of the year.

* Estimated budget expenditures cannot exceed the listed maximum percent of total expense.

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VI. DETAIL OF EXPENSES

A. Membership and Club Extension

1. Membership Development

- a. Purchases and printing of promotion material
b. Telephone Referral System
c. Advertising and Public Relations
d. Awards and Recognition
e. Other: _____

TOTAL (Enter page 1, Section II, A) \$ _____

% of total expenses _____ (NO LIMIT)

B. Communications and Public Relations

1. District Newsletter

- a. Typesetting
b. Printing
c. Postage
d. Other (detail): _____

2. District Directory

- a. Typesetting
b. Printing
c. Postage
d. Other (detail): _____

3. Other (detail): _____

TOTAL (Enter page 1, Section II, B) \$ _____

% of total expenses _____ (25% MAX)

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C. Officer Training

1. Club Officer Training

- a. Purchases and printing of educational material
b. Audiovisual equipment
c. Meeting room expenses
d. Other: _____

2. Area, Division Officer Training

- a. Purchases and printing of educational material
b. Audiovisual equipment
c. Meeting room expenses
d. Other: _____

TOTAL (Enter page 1, Section II, C) \$ _____
% of total expenses _____ (30% MAX.)

D. Speech Contests and Awards

1. Area Speech Contests

- a. Awards and Certificates
b. Other: _____

2. Division Speech Contests

- a. Awards and Certificates
b. Other: _____

3. Other: _____

TOTAL (Enter page 1, Section II, D) \$ _____
% of total expenses _____ (10% MAX.)

E. Administrative

1. Telephone

2. Postage

3. Stationery

4. Other Printing

5. Other: _____

TOTAL (Enter page 1, Section II, E) \$ _____
% of total expenses _____ (20% MAX.)

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F. Travel

1. Intra-District Travel

- a. District Governor
b. Area & Division Governors
c. Other: _____

2. Regional Conference

- a. District Governor-Elect
b. Lt. Governors-Elect
c. Reimbursement from WHQ - ()

3. International Convention

- a. District Governor
b. Lt. Governors
c. Reimbursement from WHQ - ()

4. Midyear Regional Meeting

- a. District Governor
b. Lt. Governors

TOTAL (Enter page 1, Section II, F) \$
% of total expenses (25% MAX.)

G. Other (List in detail):

Blank lines for listing other expenses.

TOTAL (Enter page 1, Section II, G) \$
% of total expenses (10% MAX.)

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FOR THE PERIOD JULY 1, _____ - JUNE 30, _____

VII. DISTRICT CONFERENCE INCOME

A. Fall Conference Income

- 1. _____ member registrations @ \$ _____ = \$ _____
- 2. _____ spouse/guest registrations @ \$ _____ = \$ _____
- 3. _____ late registrations @ \$ _____ = \$ _____
- 4. _____ luncheon tickets @ \$ _____ = \$ _____
- 5. _____ banquet tickets @ \$ _____ = \$ _____
- 6. _____ other meal event _____ @ \$ _____ = \$ _____
- 7. _____ other meal event _____ @ \$ _____ = \$ _____
- 8. Other revenue _____ \$ _____

_____ \$ _____

_____ \$ _____

9. TOTAL CONFERENCE INCOME \$ _____

B. Fall Conference Expenses

- 1. Supplies purchased from TI \$ _____
- 2. Supplies purchased from other sources \$ _____
- 3. Programs and printing \$ _____
- 4. Audiovisual equipment \$ _____
- 5. Hotel meeting room expenses \$ _____
- 6. Awards, certificates, etc. \$ _____
- 7. Postage \$ _____
- 8. Other (detail): _____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

9. TOTAL CONFERENCE EXPENSES \$ _____

10. **NET CONFERENCE INCOME (LOSS)** \$ _____

(Subtract Line B, 9 from Line A, 9)

Enter page 1, Section I, C, "Fall Conference Net Income"

DISTRICT BUDGET

DISTRICT NO. _____

Due at WHQ by September 30

FOR THE PERIOD JULY 1, _____ - JUNE 30, _____

C. Spring Conference Income

1. _____ member registrations	@ \$ _____ =	\$ _____
2. _____ spouse/guest registrations	@ \$ _____ =	\$ _____
3. _____ late registrations	@ \$ _____ =	\$ _____
4. _____ luncheon tickets	@ \$ _____ =	\$ _____
5. _____ banquet tickets	@ \$ _____ =	\$ _____
6. _____ other meal event _____	@ \$ _____ =	\$ _____
7. _____ other meal event _____	@ \$ _____ =	\$ _____
8. Other revenue _____		\$ _____
_____		\$ _____
_____		\$ _____

9. TOTAL CONFERENCE INCOME \$ _____

D. Spring Conference Expenses

1. Supplies purchased from TI	\$ _____
2. Supplies purchased from other sources	\$ _____
3. Programs and printing	\$ _____
4. Audiovisual equipment	\$ _____
5. Hotel meeting room expenses	\$ _____
6. Awards, certificates, etc.	\$ _____
7. Postage	\$ _____
8. Other (detail): _____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

9. TOTAL CONFERENCE EXPENSES \$ _____

10. **NET CONFERENCE INCOME (LOSS)** \$ _____

(Subtract Line D, 9 from Line C, 9)

Enter page 1, Section I, C "Spring Conference Net Income"

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BUDGET NARRATIVE

Following is a brief description/explanation of the estimated funds available and estimated expenses.

Funds Available (Section I)

Membership and Club Extension (Section II, A)

Communications and Public Relations (Section II, B)

Officer Training (Section II, C)

Speech Contest and Awards (Section II, D)

Administrative (Section II, E)

Travel (Section II, F)

Other (Section II, G)

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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 GOVERNOR DATE

LT. GOVERNOR EDUCATION AND TRAINING DATE

LT. GOVERNOR MARKETING DATE

DISTRICT TREASURER DATE