

## District Budget Data Entry

**Data can only be entered in the white boxes. The grey boxes contain formulas that have been password protected by WHQ.**

**The instructions below provide step by step, page by page instructions for completing the budget.**

### **Section I Funds Available:**

1. Cell N-2 (top right corner of page)- Enter District number.
2. Cell J5 (period covered by report)- Enter **2007**.
3. Cell L8 (Balance in District Bank Account(s) on July 1)- Enter the **reconciled** balance of the district bank account(s) as of June 30. Note that this is not the ending balance per the bank statement. Be sure to include any area, division or conference accounts.
4. Cell L10 (Balance in District Reserve Account at WHQ on July 1(from WHQ)) – Enter the ending balance from the June 30, 2007, district reserve statement.
5. Cell L19 (Total Membership Income (from WHQ))- The first week of August the district will receive a letter from WHQ with the total membership income that is to be entered in this cell. The district must use the number provided from WHQ.
6. Cell L24 (Interest) – Enter estimated annual interest (if applicable).
7. Cells E25, C26, C27 (Other) – Enter description of other revenue. Only use the lines needed. Do not remove the N/A in the cell if it is not being used.
8. Cells L25-L27- Enter the amount of estimated other income, including the descriptions.
9. Cell L44 (Required District Reserve Balance at year-end). WHQ will send a letter the first week of August with the amount to enter in this cell.

### **Sec. II A-G Detail of Expenses**

Enter amounts in white boxes only. Be sure to include in the budget the product and/or supplies ordered from WHQ.

### **Section VII - Fall Conference Income and Expense**

1. Cells D11 to D15 - Enter the estimated number of attendees in each category.
2. Cells K10 to K15 – Enter the estimated cost per registration/ticket.

### **Section VII - Spring Conference Income and Expense**

1. Cells D11 to D15 - Enter the estimated number of attendees in each category.
2. Cells K10 to K15 – Enter the estimated cost per registration/ticket.

### **Narrative**

Provide a brief description and/or explanation of the estimated funds available and the estimated expense by category.

Provide a brief summary of costs that make up the various numbers. This information will be used by World Headquarters when analyzing the quarterly results.

Some things to think about when writing the narrative:

Why did the district budget each line item?

For example: Is the district going to have a marketing campaign that will result in the other income? Why were the amounts budgeted in administration?

Please note that all sections must be contain a description and/or explanation in order for budget to be considered complete.

### **Certification**

The district can send the completed budget in three ways:

Print the certification page, obtain the required signatures and mail the original along with all the pages of the budget to WHQ – Attention: Volunteer Support Services or scan and e-mail to [kvangunst@toastmasters.org](mailto:kvangunst@toastmasters.org) or fax to 949-858-1207. <sup>1</sup> Note: if e-mailing or faxing, there is no need to mail the original.