

The budget must be completed before you open the July monthly treasurer's report.

The district should take advantage of the budget worksheet. It allows the district to plan monthly expenses by budget line item. Download the worksheet from the Financial Templates portion of the Finance Corner section of our Web site.

Also on that section of the Web site, you can download the list of account numbers used on all the financial reports. If the district uses accounting software such as *Quicken* or *QuickBooks*, you should use the account numbers in the software to simplify the reporting process.

Please only enter data in the white boxes (cells). The gray boxes contain formulas that have been password protected by WHQ.

Below are step-by-step, page-by-page instructions for entering the budget data into the Excel template.

FOR NON-US USERS ONLY:

Section I – Funds Available

1. Cell Q2 (top right corner of page) – Enter 3-letter country currency code (e.g. EUR for Euro member countries). All entries MUST be done in this currency.
2. Cell Q4 (exchange rate) – Enter most current USD exchange rate. The “US \$ Budget” column on the far right of each page will use this rate to show all entries in USD.

FOR ALL USERS:

Section I - Funds Available:

1. Cell O2 (top right corner of page) – Enter district number.
2. Cell J5 (period covered by report) – Enter year. If the budget is for the 2008-2009 district year, enter 2008.
3. Cell M8 (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 M10 (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 M19 (Total Membership Income [from WHQ]) – In the first week of August the district will receive a letter from WHQ stating the total membership income you should enter in this cell. The district must use the number provided by WHQ. Districts are not allowed to estimate their dues revenue income.
6. Cell M24 (Interest) – Enter estimated annual interest (if applicable).
7. Cells F25, D26 and D27 (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 M25 - M27 – Enter the amount of estimated other income based on the descriptions entered in step 7.

9. Cells L45 - L47 – If the district operates a district store, this is where the estimated sales of products purchased from WHQ exclusively for the store, and other store expenses such as office supplies, are entered.
10. Cell M52 (Required District Reserve Balance at year-end) – This is the 25% of funds required to be retained at year-end. WHQ will send a letter in the first week of August stating the amount to enter in this cell.

Section II - A-G Detail of Expenses

This information will come from the monthly budget analysis spreadsheet (if completed). Enter the total amount for each expense category in the white boxes. Be sure to include in the budget the product and/or supplies ordered from WHQ.

Section X - Fall Income and Expenses

1. Cells E10 - E15 - Enter the estimated number of attendees in each category.
2. Cells L10 to L15 – Enter the estimated cost per registration/ticket.
3. Cells F17-F19 (Other) – Enter description of other revenue. Only use the lines needed. Do not remove the N/A in the cell if is not being used.
4. Cells N16-N17 – Enter the amount of estimated other income based on the descriptions entered in step 3.
5. Cells N24-N31 – Enter the total amount for each expense category in the white boxes.
6. Cells E33-E35 – Enter descriptions of other expenses. Only use the lines needed. Do not remove N/A if the cell is not being used.
7. Cells N33-N35 – Enter the amount for each expense category entered in step 6.

Section XI - Spring Conference Income and Expenses

1. Cells E10 - E15 - Enter the estimated number of attendees in each category.
2. Cells L10 to L15 – Enter the estimated cost per registration/ticket.
3. Cells F17-F19 (Other) – Enter description of other revenue. Only use the lines needed. Do not remove the N/A in the cell if is not being used.
4. Cells N16-N17 – Enter the amount of estimated other income based on the descriptions entered in step 3.
5. Cells N24-N31 – Enter the total amount for each expense category in the white boxes.
6. Cells E33-E35 – Enter descriptions of other expenses. Only use the lines needed. Do not remove N/A if the cell is not being used.
7. Cells N33-N35 – Enter the amount for each expense category entered in step 6.

Narrative

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

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

When writing the narrative, think of each category as a “snapshot” description of what was budgeted. Some things to think about:

- ▶ Why did the district budget the 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 contain a description and/or explanation in order for the budget to be considered complete.

Certification

The district can send the completed budget one of three ways:

Print the certification page, obtain the required signatures and then mail the original certification page, along with all the pages of the budget, to WHQ (Attention: Volunteer Support Services); or scan and e-mail to **reportingrequirements@toastmasters.org**; or fax to 949-858-1207. Note: If e-mailing or faxing, there is no need to mail WHQ the original certification page.