

Toastmasters New Zealand District 72 Budget for the 2017-2018 year

As submitted to World Headquarters 30 September 2017

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When reviewing this document please be advised that it has been drafted based on the following:

- Division and Area Budgets drafted by the District Quintet & District Finance Manager
- Planned expenditure by the District Quintet for the 2017-2018 Toastmasters Year
- Review and comparison of actual expenditure in the 2016-2017 year

The analysis below includes:

- District 72 Budget for the 2017 – 2018 year
 - Summary budget
 - Detail broken out by month
 - Detail of expenditure items totalling greater than 25% of the total budget (Conference & Travel expenses)
- Comparison of the 2017-2018 budget to the prior year 2016-2017 budget & actual figures (based on Management Financial Statements - this does not include end of year adjustments relating to stock on hand and foreign exchange)

District 72 - Summary Budget 2017-2018

	<u>Max</u> <u>%</u>	<u>Current Year</u> <u>Budget</u> <u>2017/2018</u>		<u>Prior Year</u> <u>Budget</u> <u>2016/2017</u>	
Membership Revenue		160,854	53.0%	146,924	47.8%
Conference Revenue		88,330	29.1%	91,599	29.8%
District Store Revenue		22,400	7.3%	35,000	11.4%
Speech Contest Revenue		4,000	1.3%	4,174	1.4%
Other Revenue		27,920	9.3%	29,640	9.6%
Total Revenue		303,504	100.0%	307,337	100.0%
Conference Expenses		82,867	26.4%	90,594	29.0%
District Store Expenses		15,000	4.8%	28,000	8.9%
Marketing Expenses		49,470	15.8%	43,585	14.0%
Communications & Public Relations Expenses	25%	7,242	2.3%	5,242	1.7%
Education & Training Expenses	30%	26,525	8.5%	22,335	7.2%
Speech Contest Expenses	10%	25,550	8.1%	25,550	8.2%
Administration Expenses	20%	7,000	2.2%	8,475	2.7%
Travel Expenses	30%	99,525	31.7%	87,801	28.1%
Other Expenses	10%	600	0.2%	600	0.2%
Total Expenditure		313,779	100.0%	312,182	100.0%
Net Deficit		-10,275		-4,845	

District 72 – Detailed Budget broken out by month 2017-2018

	<u>Jul-17</u>	<u>Aug-17</u>	<u>Sep-17</u>	<u>Oct-17</u>	<u>Nov-17</u>	<u>Dec-17</u>	<u>Jan-18</u>	<u>Feb-18</u>	<u>Mar-18</u>	<u>Apr-18</u>	<u>May-18</u>	<u>Jun-18</u>	<u>Total</u>
Membership revenue	1,606	2,402	57,667	9,785	4,552	1,535	1,589	2,606	55,163	11,618	5,613	6,718	160,854
Conference revenue	-	-	-	-	31,043	-	-	-	-	-	57,287	-	88,330
Fundraising revenue	-	-	-	-	-	-	-	-	-	-	-	-	-
TLI revenue	-	-	-	-	-	-	-	-	-	-	-	-	-
District store revenue	3,500	2,000	2,000	2,000	4,000	500	500	1,000	1,000	1,000	4,000	900	22,400
Speech contest revenue	-	-	-	2,000	-	-	-	-	-	2,000	-	-	4,000
Other revenue	10	4,010	5,010	5,010	5,010	2,010	2,010	2,010	2,810	10	10	10	27,920
Total revenue	5,116	8,412	64,677	18,795	44,605	4,045	4,099	5,616	58,973	14,628	66,910	7,628	303,504
Conference expense	-	-	-	-	27,985	-	-	-	-	-	54,882	-	82,867
Fundraising expense	-	-	-	-	-	-	-	-	-	-	-	-	-
TLI expense	-	-	-	-	-	-	-	-	-	-	-	-	-
District store expense	2,500	1,500	1,500	2,000	1,000	500	-	500	1,000	3,500	500	500	15,000
Marketing expense	65	115	8,855	5,915	6,815	8,015	1,515	5,545	7,555	2,105	1,605	1,365	49,470
Communications & public relations expense	358	447	358	358	447	358	358	447	358	908	2,487	358	7,242
Education & training expense	6,210	-	4,950	-	2,240	-	-	7,665	1,750	-	1,010	2,700	26,525
Speech contest expense	-	-	7,820	4,955	-	-	-	-	7,820	4,955	-	-	25,550
Administration expense	935	705	355	405	785	355	355	705	805	405	785	405	7,000
Travel expense	4,050	17,975	12,450	2,100	24,400	-	4,550	-	3,700	1,500	14,700	14,100	99,525
Other expense	50	50	50	50	50	50	50	50	50	50	50	50	600
Total expenses	14,168	20,792	36,338	15,783	63,722	9,278	6,828	14,912	23,038	13,423	76,019	19,478	313,779
District net surplus/(deficit)	(9,052)	(12,380)	28,339	3,012	(19,117)	(5,233)	(2,729)	(9,296)	35,935	1,205	(9,109)	(11,850)	(10,275)

Detail of expenditure items totalling greater than 25% of the total budget

District Procedure 5(a) requires that ... *Any expenditure item which is more than 25% of total expenditure shall be further broken down into significant components.*

Conference Expenses – 26.4% of total expenditure	Nov-17 Gisborne	May-18 Waipuna	Total
Badges & Pins	-	870	870
Promotional Materials	3,304	8,217	11,521
Supplies & Stationery Expense	226	870	1,096
Room Rental Event Expense	3,609	13,478	17,087
Decorations Expense	-	348	348
Printing Expense	717	2,174	2,891
Audio Visual Expense	1,217	1,435	2,652
Photocopying Expense	43	-	43
Meal Event	8,109	16,852	24,961
Food Expense	8,609	9,391	18,000
Gifts & Thank Yous	435	130	565
Miscellaneous Expenses	1,696	1,117	2,813
Bank Charges	20	-	20
Total Conference Expenses	27,985	54,882	82,867

The conference expenses cover the two District 72 Conferences, being the November 2017 Conference held in Gisborne, and the May 2018 Conference to be held in Waipuna. The figures are compiled from budgets supplied by the Convention Committees. GST has been removed.

Travel Expenses – 31.7% of total expenditure

Explanation of items

District Director

Travel - Convention Registration	100	International convention registration
Travel - Lodging Expenses	3,300	District Quintet Training
Travel - Transportation – Airfares	700	Travel to District Officer Training & Div Confs
Travel - Transportation – Mileage	800	Travel to District Officer Training
Travel - Transportation – Taxi/Shuttle	50	District Quintet Training
Travel - Food Expenses	375	District Quintet Training
	<u>5,325</u>	

Program Quality Director (x2)

Travel - Convention Registration	1,800	International convention registration
Travel - Lodging Expenses	6,600	District Quintet Training
Travel - Transportation – Airfares	3,900	Travel to District Officer Training & Div Confs
Travel - Transportation – Mileage	400	Travel to District Officer Training & Div Confs
Travel - Transportation – Taxi/Shuttle	300	District Quintet Training
Travel - Food Expenses	750	District Quintet Training
	<u>13,750</u>	

Club Growth Director (x2)

Travel - Convention Registration	1,800	International convention registration
Travel - Lodging Expenses	6,700	District Quintet Training
Travel - Transportation – Airfares	4,600	Travel to District Officer Training & Div Confs
Travel - Transportation – Mileage	400	Travel to District Officer Training & Div Confs
Travel - Transportation – Taxi/Shuttle	200	District Quintet Training
Travel - Food Expenses	550	District Quintet Training
	<u>14,250</u>	

Finance Manager		
Travel - Airfares/Mileage	1,100	Travel to District Officer Training
Public Relations Manager		
Travel – Airfares/Mileage	400	Travel to District Officer Training
Administration Manager		
Travel – Airfares/Mileage	2,200	Travel to District Officer Training
Division Directors		
Travel – Airfares/Mileage	13,700	Travel to District Officer Training
Area Directors		
Travel – Airfares/Mileage	41,100	Travel to District Officer Training & 2 mandatory Club Visits
Immediate Past District Director		
Travel – Airfares/Mileage	1,950	Travel to District Officer Training
Parliamentarian		
Travel – Airfares/Mileage	1,500	Travel to District Officer Training
Pathways Guides		
Travel – Airfares/Mileage	<u>4,250</u>	Travel to Pathways Guides Day, and mandatory club visits
Total Travel Expenses	<u><u>99,525</u></u>	

<u>Current Year Budget comparison to Prior Year Budget & Actuals</u>	<u>Current Year Budget 2017/2018</u>	<u>Prior Year Budget 2016/2017</u>	<u>Prior Year Actual 2016/2017</u>	<u>Narratives</u>
Membership Revenue	160,854	146,924	164,615	Budget figures are set by Toastmasters International
Conference Revenue	88,330	91,599	85,786	Budget figures are set by Conference Committees
District Store Revenue	22,400	35,000	26,739	It is expected that District Store revenue & expenses will decrease over the year due to Pathways roll-out. The budgeted surplus is to cover any significant changes in exchange rates, freight costs, or government duty etc
Speech Contest Revenue	4,000	4,174	4,155	Entry fees to some Division Conferences, which are put back into future Division events
Other Revenue	27,920	29,640	25,856	District Service Charge (DSC) & bank interest. DSC invoiced to clubs based on membership at 1 July 2016, charged at \$6 (including GST) per member
Total Revenue	303,504	307,337	307,151	
Conference Expenses	82,867	90,594	79,600	Budget figures are set by Convention Committees
District Store Expenses	15,000	28,000	32,708	See note in Revenue above
Marketing Expenses	49,470	43,585	26,995	Reflects different strategies set by current year District Quintet
Communications & Public Relations Expenses	7,242	5,242	5,575	Current budget set using prior year actual monthly website license fees. There is an additional \$2,000 budgeted for work on website relating to reformation
Education & Training Expenses	26,525	22,335	18,187	Current budget set using prior year budget as a base. Also reflects different training plans & strategies set by current year District Quintet. Additional costs relate to having a Quintet instead of a Trio, and holding a Pathways Guides support day
Speech Contest Expenses	25,550	25,550	13,849	Set using Division & Area budgets prepared by District Quintet & Finance Manager, which were discussed with Division Directors. No change to prior year
Administration Expenses	7,000	8,475	4,576	Current budget set using prior year budget as a base, and cost saving measures put in place
Travel Expenses	99,525	87,801	78,816	Budgets set reflecting the aim that 100% of District Officers will attend all training. Increased costs this year also associated with Gisborne conference, geographical challenges of some areas & clubs, having a Quintet instead of a Trio, and allowing for Pathways Guides club visits and attendance at support day. Toastmasters International allow an increase in the maximum travel percentage in reformation year, to allow for Quintet travel. This has been formally requested to WHQ
Other Expenses	600	600	-	Current budget set using prior year budget as a base, no change to prior year
Total Expenditure	313,779	312,182	260,306	
Net Deficit	(10,275)	(4,845)	46,845	