

# DISTRICT 90 AREA AND DIVISION CONTEST BUDGET/ACTUAL

Area/Division: \_\_\_\_\_

Event Organiser/Host Club: \_\_\_\_\_

Contest Date: \_\_\_\_\_

Contest Venue: \_\_\_\_\_

Submit budget at least **28 days prior** to the contest.

If you are completing this form on paper, fill in **all** the boxes.

If you are filling this form online, fill in the **white** boxes only. Excel will fill out the rest.

**Once completed**, print the form. The form is to be signed by the Area Director and the host Club President and sent to the Contest Budgets Officer - budgets@d90toastmasters.org.au

*When contest is complete, please fill in all the actual financial details - send to the host Club President, Area or Division Director and the Contest Budgets Officer.*

## INCOME

		Budget	Actual
Amount you will charge per guest	\$		
Number of paying guests	_____ people @ \$_____ each =	\$_____	_____
Contributions from clubs (attach minutes or acknowledgement from each Club President)		\$_____	_____
Other income eg donations (do not include raffle in budget column but add in actual column)	\$_____	\$_____	_____
<b>Total Income (A)</b>		\$_____	\$_____

## CATERING EXPENSE

Budgeted cost to charge per head	_____		
Number of paying guests	0 people @ \$_____ each =	\$_____	_____
<b>Number of NON-paying guests</b>			
Contestants .....	_____ people @ \$_____ each =	\$_____	_____
Judges-optional to pay .....	_____ people @ \$_____ each =	\$_____	_____
Chief Judge-opt to pay .....	_____ people @ \$_____ each =	\$_____	_____
Sound team .....	_____ people @ \$_____ each =	\$_____	_____
Test Speaker .....	_____ people @ \$_____ each =	\$_____	_____
District Director .....	_____ people @ \$_____ each =	\$_____	_____
<b>Self Catering</b> Use ONLY if catering is a fixed cost irrespective of number of guests attending		\$_____	_____
<b>Total Catering Expense (B)</b>		\$_____	\$_____

## OTHER EXPENDITURE

Trophies (purchase from Toastmasters Supplies Australia) .....	\$_____	\$_____	_____
Engraving .....	\$_____	\$_____	_____
Room Hire .....	\$_____	\$_____	_____
Equipment Hire .....	\$_____	\$_____	_____
Gifts/Thank You cards .....	\$_____	\$_____	_____
Printing .....	\$_____	\$_____	_____
Certificates and Contest Forms (free download from Toastmasters International) .....	\$_____	\$_____	_____
Certificate Holders (purchase from Toastmasters Supplies Australia) .....	\$_____	\$_____	_____
Other (specify) _____	\$_____	\$_____	_____
<b>Total Other Expenditure (C)</b>		\$_____	\$_____
<b>Total Expenditure (B+C)</b>		\$_____	\$_____
<b>FUNCTION SURPLUS/LOSS (A - B - C)</b>		\$_____	\$_____

Excel colours this total red if the figure shows a loss.

This budgeted figure must be a surplus (**\$1 to \$50**) for the budget to be approved

If the contest results in a deficit, reimbursement will only be made if the budget has been approved.

**Area/Division Director** (name, signature & date)

**Event Organiser** (name, signature & date)

Name \_\_\_\_\_  
Signature \_\_\_\_\_  
Date \_\_\_\_\_

Name \_\_\_\_\_  
Signature \_\_\_\_\_  
Date \_\_\_\_\_

Note 1: Either sign form and scan, or type name in signature cell, and attach to an email.

Note 2: Actuals to be submitted within 2 weeks of contest taking place.