

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)	\$	\$_____	_____
Total Income (A)		\$_____	\$_____

CATERING EXPENSE

Budgeted cost to charge per head	_____		
Number of paying guests	0 people @ \$_____ each =	\$_____	_____
Number of NON-paying guests			
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 =	\$_____	_____
Self Catering Use ONLY if catering is a fixed cost irrespective of number of guests attending		\$_____	_____
Total Catering Expense (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) _____	\$_____	\$_____	_____
Total Other Expenditure (C)		\$_____	\$_____
Total Expenditure (B+C)		\$_____	\$_____
FUNCTION SURPLUS/LOSS (A - B - C)		\$_____	\$_____

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.