



District #: 18
 Budget Currency: USD
 Fiscal Year 2017-2018

	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Total
Membership revenue	860	1,245	14,635	5,573	1,717	519	1,359	1,297	15,520	6,172	2,115	1,860	52,872
Conference revenue	-	-	-	-	26,200	-	-	-	-	26,200	-	-	52,400
Fundraising revenue	-	-	-	-	-	-	-	-	-	-	-	-	-
TLI revenue	-	-	-	-	-	-	-	-	-	-	-	-	-
District store revenue	-	-	-	-	-	-	-	-	-	-	-	-	-
Speech contest revenue	-	-	-	-	-	-	-	-	-	-	-	-	-
Other revenue	-	-	-	-	-	-	-	-	-	-	-	-	-
Total revenue	860	1,245	14,635	5,573	27,917	519	1,359	1,297	15,520	32,372	2,115	1,860	105,272
Conference expense	-	-	-	-	25,968	-	-	-	-	25,968	-	-	51,936
Fundraising expense	-	-	-	-	-	-	-	-	-	-	-	-	-
TLI expense	500	500	-	-	-	500	500	-	-	-	-	-	2,000
District store expense	-	-	-	-	-	-	-	-	-	-	-	-	-
Marketing expense	465	1,785	645	835	1,005	4,675	885	1,235	835	1,105	2,105	1,485	17,060
Communications & public relations expens	681	70	70	89	189	89	189	89	189	184	184	184	2,207
Education & training expense	3,489	475	220	1,120	300	20	120	120	675	120	120	520	7,299
Speech contest expense	1,500	-	1,900	-	-	1,200	-	-	1,900	-	-	-	6,500
Administration expense	1,204	379	79	79	79	79	854	104	79	79	79	79	3,173
Travel expense	1,245	7,724	1,370	2,595	1,995	1,295	3,170	1,295	1,195	1,320	1,270	795	25,269
Other expense	-	-	-	-	-	-	-	-	-	-	-	-	-
	9,084	10,933	4,284	4,718	29,536	7,858	5,718	2,843	4,873	28,776	3,758	3,063	115,444
District net income/(loss)	(8,224)	(9,688)	10,351	855	(1,619)	(7,339)	(4,359)	(1,546)	10,647	3,596	(1,643)	(1,203)	(10,172)

We, the undersigned, certify that this budget and narrative cover estimated receipts and expenditures for the district year. This budget directs the financial resources entrusted to the district toward achieving the district mission and will be presented to the district council for approval at its next meeting.

District Director _____ Date _____

Program Quality Director _____ Date _____

Club Growth Director _____ Date _____

Finance Manager _____ Date _____

	Total	Budget	% Policy Max
Conference expense	51,936		
Fundraising expense	-		
District store expense	-		
Marketing expense	17,060		
	68,996	59.8%	Unlimited
TLI expense	2,000		
Education & training expense	7,299		
	9,299	8.1%	30.0%
Communications & public relations expense	2,207	1.9%	25.0%
Speech contest expense	6,500	5.6%	10.0%
Administration expense	3,173	2.7%	20.0%
Travel expense	25,269	21.9%	30.0%
Other expense	-	0.0%	10.0%
	37,149		
Total Expenses	115,444	100.0%	

Cash & Cash Equivalents per Balance Sheet as of June 30, 2017 **73,161.03**

Retention amount needed on June 30, 2018* **13,218**

Remaining funds at Year-end (estimated)** **49,771.39**

*This amount is provided by World Headquarters in an email.

**The goal is to budget the Remaining funds at Year-end to be as close to zero as possible without creating a loss. This amount should not be negative.



**TOASTMASTERS INTERNATIONAL
ANNUAL BUDGET
2017-2018**

DISTRICT

18

Following is a brief description/explanation of the estimated income and estimated expenses based on the goals outlined in the district success plan. The white rows are not password protected. Users may adjust the white area as necessary by adjusting the row height. Alternatively, a separate sheet may be used. **Each section of this narrative page must be completed in order for this report to be considered complete and counted as received by WHQ.** There are example questions to answer in each box. These can be deleted and replaced by your answers.

(Numbers are pulled from Summary tab)

Membership Revenue	Budgeted 52,872
The membership goal was given to us by TI based on last year's results. Our strategy to maintain and increase the membership levels are to: build new clubs, ensure those clubs (members and officers) are properly trained, work with struggling clubs by providing club coaches, and continue to provide recognition to members and officers as they reach educational and leadership milestones	
Conference Net Income/(Loss)	464
The Fall conference is being held in Wilmington, DE, in November and the Spring conference will be held in Columbia, MD in April. Both the Fall and Spring conference revenue is budgeted for \$26,200. The profit will be very small. We are estimating 175-200 people each conference, with the average cost of \$90-\$125 per person (location does vary the cost). For the conference, we do look for sponsorship, donations, and have a basket raffle to help offset the expenses. The audio/visual equipment (microphones, extension cords, podium, etc) is rented from the hotel. Conference expenses also include the travel for the keynote speaker, and we have separated out the fees that we pay for the use of eventbrite, an online registration vehicle. For membership revenue, members pay for ads, business cards, and other listings in the conference program booklet. Our	
Fundraising Net Income/(Loss)	-
We do not do any fundraising outside of the conferences.	
TLI Net Income/(Loss)	(2,000)
We hold our TLI events as the Club Officer trainings. They occur twice a year (Jul-Aug, Dec- Feb). The Divisions sponsor the events. We do not charge a fee to attend but the participants are asked to provide a donation to offset the expense of the food. If there are expenses not covered from the collection, the District does reimburse up to \$100 for each Division each training cycle. There is also a small budget built in for locations that charge a fee, but we do try to use free locations as often as possible.	
District Store Net Income/(Loss)	-
We do not have a District Store	
Other Revenue	-
We do not generate any other income outside of membership dues and conference fees	
Marketing	17,060
This year the goal is to become President's distinguished. That will require at least 15 new clubs to enable growth and offset some impending suspensions. For building clubs, we continue to do demonstration meetings, and give a banner as a gift to new chartered clubs. For member growth, we participate in trade shows, reimburse up to \$30 per club for facilitating Open houses and new member orientations, continue to encourage meetup sites. We are trying some new activities this year; Mall and Billboard advertising, a scavenger hunt. There is also a recognition program for club coaches and for rebuilding clubs	
Communications and Public Relations	2,207
Communications and PR expenses includes the monthly fees we pay to maintain the software for our website (Adobe), e-mail distribution list (constant contact) , Hootsuite and other Public Relations activities.	
Education and Training	7,299
We educate and train through our TLI, and look for other occasions to bring members together for education. We continue the incentive of recognizing new CCs and CLs with a TM mug/ Another CL manual, and advanced manuals to advanced communicator completers. For the clubs were all 7 officer positions were present at TLI, the club receives a gift certificate to the TI store. Our DTM receipts are given a DTM medal in honor of the achievement. There are also some additional incentives for members/ clubs to meet Distinguished Club goals.	
Speech contests	6,500
We hold two sets of speech contests each year. Fall- Humorous/Evaluation, Spring- International/ Table Topics. Trophies are purchased for the Area/Division and District levels. At the Area and Division contests, attendees are asked to provide a donation to offset the expense of the food/venue. If there are expenses not covered from the collection, the District does reimburse up to \$50 for each Area and \$100 for each Division.	
Administration	3,173
Administrative costs include; Name Badges for the Trio, Area/Division Directors, Finance/Adminstrative/Public Relations/ Logistics Mgrs, 'Home of' Ribbons, Room and Food fees for DEC meetings, postage, monthly bank fees and a Sympathy fund to be used at the Divisions' discretion.	
Travel	25,269
Main focus is to have the leadership team engage with members face -to-face as much as possible and as schedules allow. There are capped dollar amounts for the Area and Division Directors that will be reimbursed. The persons and events that are budgeted to be reimbursed for travel include: The District Trio, Area/Division Directors for DEC meetings, Demonstration meetings, and Club Visits, Finance/Administration/Public Relations/ Logistics Mgrs reimbursed for travel to DEC meetings only. In order to save on travel costs, some areas were re-aligned to tighted up the geographic. We will also reimbursement Pathways guides for their travel to clubs. Trio members will carpool whenever possible. The keynote travel is for the speaker we invite to special meetings	
Other Expenses	-
No Other Expenses planned	



TOASTMASTERS INTERNATIONAL
ANNUAL BUDGET
2017-2018

DISTRICT 18

USD

Account

Account Name
6005 Membership Revenue

<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>
860	1,245	14,635	5,573	1,717	519	1,359	1,297	15,520	6,172	2,115	1,860	52,872

**This amount is provided by World Headquarters in an email.



TOASTMASTERS INTERNATIONAL
ANNUAL BUDGET
2017-2018

USD

Account #	Account Name	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Total
Conference Revenue														
6025	Conference Registration-Member													-
6025	Conference Registration-Spouse / guest													-
6025	Conference-Late registrations													-
6025	Conference Registration -Meal Events					18,100					18,100			36,200
6025	Conference Registration-Speech contest													-
6025	Conference Registration -Other													-
6025	Conference Registration-Training													-
6050	Conference Refunds - Registration & Tickets													-
6055	Conference Refunds - Other													-
6060	Reimbursements - Registration & Tickets													-
6030	Conference-Sponsorship/Advertising					6,400					6,400			12,800
6035	Conference-Raffle					1,700					1,700			3,400
6040	Conference-Auction													-
6010	Conference-Donation													-
6020	Conference-Other Revenue													-
Total Conference Revenue		-	-	-	-	26,200	-	-	-	-	26,200	-	-	52,400
Conference Expenses														
7004	Conference-Badges & Pins													-
7008	Conference-Promotional Materials													-
7010	Conference-Awards Expense (Trophies,					36					36			72
7012	Conference-Supplies & Stationery Expense					205					205			410
7014	Conference-Room Rental Event Expense					4,182					4,182			8,364
7016	Conference-Meal Event Expense					18,700					18,700			37,400
7018	Conference-Decorations Expense					230					230			460
7020	Conference-Printing Expense													-
7022	Conference-Audio Visual Expense					310					310			620
7030	Conference-Photocopying Expense													-
7042	Conference-Outside Contractor Expense					900					900			1,800
7048	Conference-Equipment Purchase Expense													-
7070	Conference-Bank Charges & Credit Card Fee					1,000					1,000			2,000
7072	Conference-Sales Tax Expense (incl. GST,													-
7078	Conference-Food Expense													-
7080	Conference-Gifts & Thank Yous					230					230			460
7086	Conference-Miscellaneous Expenses					175					175			350
7090	Equipment Rental													-
														-
														-
Total Conference Expenses		-	-	-	-	25,968	-	-	-	-	25,968	-	-	51,936
Conference Net Income/(Loss)		-	-	-	-	232	-	-	-	-	232	-	-	464



TOASTMASTERS INTERNATIONAL
ANNUAL BUDGET
2017-2018

DISTRICT 18

USD

Account #	Account Name	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Total
TLI Revenue														
6025	TLI Registration-Member registrations													-
6025	TLI Registration-Spouse / guest registrations													-
6025	TLI Registration-Late registrations													-
6025	TLI Registration-Meal Events													-
6025	TLI Registration-Speech contest													-
6025	TLI Registration-Other													-
6025	TLI Registration-Training													-
6025	TLI Registration-Speechcraft													-
6050	TLI Refunds - Registration & Tickets													-
6055	TLI Refunds - Other													-
6060	Reimbursements - Registration & Tickets													-
6030	TLI Sponsorship/Advertising													-
6035	TLI Raffle													-
6010	TLI Donation													-
6020	TLI Other Revenue													-
Total TLI Revenue		-	-	-	-	-	-	-	-	-	-	-	-	-
TLI Expenses														
7006	TLI-Educational Materials													-
7010	TLI-Awards Expense (Trophies, Plaques,													-
7012	TLI-Supplies & Stationery Expense													-
7014	TLI-Room Rental Event Expense	200	200				200	200						800
7016	TLI-Meal Event Expense	300	300				300	300						1,200
7020	TLI-Printing Expense													-
7030	TLI-Photocopying Expense													-
7070	TLI-Bank Charges & Credit Card Fee													-
7072	TLI-Sales Tax Expense (incl. GST, VAT, etc.)													-
7080	TLI-Gifts & Thank Yous													-
7086	TLI-Miscellaneous Expenses													-
7090	Equipment Rental													-
														-
														-
														-
Total TLI Expenses		500	500	-	-	-	500	500	-	-	-	-	-	2,000
TLI Net Income/(Loss)		(500)	(500)	-	-	-	(500)	(500)	-	-	-	-	-	(2,000)



TOASTMASTERS INTERNATIONAL
ANNUAL BUDGET
2017-2018

DISTRICT 18

USD

Account #	Account Name	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Total
Marketing Expenses														
Marketing - Building New Clubs														
7006	Marketing-Educational Materials		900											900
7008	Marketing-Promotional Materials	400	100	400	200	200			300	200	200	200	200	2,400
7010	Marketing-Awards Expense (Trophies,													-
7012	Marketing-Supplies & Stationery Expense		600											600
7036	Marketing-Advertising Expense													-
7044	Marketing-Postage & Shipping Expense	20	50	20	50	20			50	50	20	20	50	350
7082	Marketing-Incentives													-
														-
														-
														-
		420	1,650	420	250	220	-	-	350	250	220	220	250	4,250
Marketing - Membership Growth														
7004	Marketing-Badges & Pins													-
7006	Marketing-Educational Materials													-
7008	Marketing-Promotional Materials													-
7010	Marketing-Awards Expense (Trophies,													-
7036	Marketing-Advertising Expense						4,090						90	4,180
7040	Marketing-Trade Show Registration Expense					200		300	300		300	300		1,400
7086	Marketing-Miscellaneous Expenses	45	45	45	45	45	45	45	45	45	45	45	45	540
														-
														-
		45	45	45	45	245	4,135	345	345	45	345	345	135	6,120
Marketing-Club coaches														
7006	Marketing-Educational Materials													-
7010	Marketing-Awards Expense (Trophies,												350	350
7020	Marketing-Printing Expense													-
														-
														-
		-	-	-	-	-	-	-	-	-	-	-	350	350
Marketing-Rebuilding														
7004	Marketing-Badges & Pins													-
7006	Marketing-Educational Materials													-
7010	Marketing-Awards Expense (Trophies,											1,000	600	1,600
														-
														-
		-	-	-	-	-	-	-	-	-	-	1,000	600	1,600
Marketing-Recognition														
7004	Marketing-Badges & Pins													-
7008	Marketing-Promotional Materials													-
7010	Marketing-Awards Expense (Trophies,													-
7020	Marketing-Printing Expense													-
7080	Marketing-Gifts & Thank Yous													-
7082	Marketing-Incentives		90	180	540	540	540	540	540	540	540	540	150	4,740
7086	Marketing-Miscellaneous Expenses													-
														-
														-
		-	90	180	540	540	540	540	540	540	540	540	150	4,740
Marketing-Other Expense														
7008	Marketing-Promotional Materials													-
7010	Marketing-Awards Expense (Trophies,													-
7036	Marketing-Advertising Expense													-
7048	Marketing-Equipment Purchase Expense													-
7078	Marketing-Food Expense													-
7080	Marketing-Gifts & Thank Yous													-
7086	Marketing-Miscellaneous Expenses													-
														-
														-
		-	-	-	-	-	-	-	-	-	-	-	-	-
Total Marketing Expenses		465	1,785	645	835	1,005	4,675	885	1,235	835	1,105	2,105	1,485	17,060



**TOASTMASTERS INTERNATIONAL
ANNUAL BUDGET
2017-2018**

USD

<u>Account #</u>	<u>Account Name</u>	<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>
Communications & PR Expenses														
7008	CPR-Promotional Materials													-
7012	CPR-Supplies & Stationery Expense													-
7014	CPR-Room Rental Event Expense													-
7020	CPR-Printing Expense													-
7024	CPR-Newsletter Expense				19	19	19	19	19	19	19	19	19	171
7026	CPR-Website Expense	70	70	70	70	70	70	70	70	70	70	70	70	840
7028	CPR-Directory Expense													-
7042	CPR-Outside Contractor Expense	611									95	95	95	896
7044	CPR-Postage & Shipping Expense													-
7086	CPR-Miscellaneous Expenses					100		100		100				300
														-
														-
														-
														-
														-
														-
														-
														-
														-
														-
Total Communications & PR Expenses		681	70	70	89	189	89	189	89	189	184	184	184	2,207



TOASTMASTERS INTERNATIONAL
ANNUAL BUDGET
2017-2018

USD

Account #	Account Name	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Total																																																																																																																																																																																																			
Speech Contest Revenue																																																																																																																																																																																																																	
6010	SC-Donation Revenue													-																																																																																																																																																																																																			
6015	SC-Interest Income													-																																																																																																																																																																																																			
6020	SC-Miscellaneous Income													-																																																																																																																																																																																																			
6025	SC-Registration & Ticket Revenue													-																																																																																																																																																																																																			
6030	SC-Sponsorship/Advertising Revenue													-																																																																																																																																																																																																			
6035	SC-Raffle Revenue													-																																																																																																																																																																																																			
6050	SC-Refunds - Registration & Tickets													-																																																																																																																																																																																																			
6055	SC-Refunds - Other													-	Total Speech Contest Revenue		-	-	-	-	-	-	-	-	-	-	-	-	-	Speech Contest Expenses															7006	SC-Educational Materials													-	7010	SC-Awards Expense (Trophies, Plaques,	1,500					1,200							2,700	7012	SC-Supplies & Stationery Expense													-	7014	SC-Room Rental Event Expense													-	7078	SC-Food Expense			1,900					1,900					3,800	7086	SC-Miscellaneous Expenses													-	7090	Equipment Rental													-															-															-	Total Speech Contest Expenses		1,500	-	1,900	-	-	1,200	-	-	1,900	-	-	-	6,500	Speech Contest Net Income/(Loss)		(1,500)	-	(1,900)	-	-	(1,200)	-	-	(1,900)	-	-	-	(6,500)
Total Speech Contest Revenue		-	-	-	-	-	-	-	-	-	-	-	-	-																																																																																																																																																																																																			
Speech Contest Expenses																																																																																																																																																																																																																	
7006	SC-Educational Materials													-																																																																																																																																																																																																			
7010	SC-Awards Expense (Trophies, Plaques,	1,500					1,200							2,700																																																																																																																																																																																																			
7012	SC-Supplies & Stationery Expense													-																																																																																																																																																																																																			
7014	SC-Room Rental Event Expense													-																																																																																																																																																																																																			
7078	SC-Food Expense			1,900					1,900					3,800																																																																																																																																																																																																			
7086	SC-Miscellaneous Expenses													-																																																																																																																																																																																																			
7090	Equipment Rental													-																																																																																																																																																																																																			
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Total Speech Contest Expenses		1,500	-	1,900	-	-	1,200	-	-	1,900	-	-	-	6,500																																																																																																																																																																																																			
Speech Contest Net Income/(Loss)		(1,500)	-	(1,900)	-	-	(1,200)	-	-	(1,900)	-	-	-	(6,500)																																																																																																																																																																																																			



TOASTMASTERS INTERNATIONAL
ANNUAL BUDGET
2017-2018

USD

Account #	Account Name	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Total
Travel Expenses														
District Director														
7056	Convention Registration Fees Expense		100											100
7058	Lodging Expense		1,679					600						2,279
7060	Transportation - Airfare Expense													-
7062	Transportation - Mileage Expense	100	100	100	100	100	100	100	100	100	100	100	100	1,200
7064	Transportation - Taxis/Shuttle Expense													-
7066	Transportation - Rail Expense													-
7068	Transportation - Other Expense	30	30	30	30	30	30	30	30	30	30	30	30	360
7078	Travel-Food Expense		100					100						200
		130	2,009	130	130	130	130	830	130	130	130	130	130	4,139
Club Growth Director														
7056	Convention Registration Fees Expense		625											625
7058	Lodging Expense		1,440					600						2,040
7060	Transportation - Airfare Expense													-
7062	Transportation - Mileage Expense	175	200	200	175	175	175	175	175	200	200	175	175	2,200
7064	Transportation - Taxis/Shuttle Expense													-
7066	Transportation - Rail Expense													-
7068	Transportation - Other Expense	60	60	60	60	60	60	60	60	60	60	60	60	720
7078	Travel-Food Expense		200					100						300
		235	2,525	260	235	235	235	935	235	260	260	235	235	5,885
Program Quality Director														
7056	Convention Registration Fees Expense		575											575
7058	Lodging Expense		1,685					600						2,285
7060	Transportation - Airfare Expense													-
7062	Transportation - Mileage Expense	100	100	100	100	100	100	100	100	100	100	100	100	1,200
7064	Transportation - Taxis/Shuttle Expense													-
7066	Transportation - Rail Expense													-
7068	Transportation - Other Expense	30	30	30	30	30	30	30	30	30	30	30	30	360
7078	Travel-Food Expense		200					100						300
		130	2,590	130	130	130	130	830	130	130	130	130	130	4,720
Finance Manager														
7058	Lodging Expense													-
7060	Transportation - Airfare Expense													-
7062	Transportation - Mileage Expense	50					50		50				50	200
7064	Transportation - Taxis/Shuttle Expense													-
7066	Transportation - Rail Expense													-
7068	Transportation - Other Expense													-
7072	Travel-Sales Tax Expense (incl. GST, VAT,	50	-	-	-	-	50	-	50	-	-	50	-	200
PR Manager														
7058	Lodging Expense													-
7060	Transportation - Airfare Expense													-
7062	Transportation - Mileage Expense	50					50		50				50	200
7064	Transportation - Taxis/Shuttle Expense													-
7066	Transportation - Rail Expense													-
7068	Transportation - Other Expense													-
7072	Travel-Sales Tax Expense (incl. GST, VAT,	50	-	-	-	-	50	-	50	-	-	50	-	200
Administration Manager														
7058	Lodging Expense													-
7060	Transportation - Airfare Expense													-
7062	Transportation - Mileage Expense	100					100		100				100	400
7064	Transportation - Taxis/Shuttle Expense													-
7066	Transportation - Rail Expense													-
7068	Transportation - Other Expense													-
7072	Travel-Sales Tax Expense (incl. GST, VAT,	100	-	-	-	-	100	-	100	-	-	100	-	400
Division Director														
7058	Lodging Expense													-
7060	Transportation - Airfare Expense													-
7062	Transportation - Mileage Expense	300	300		300		300	300	300	300	300	300	300	2,700
7064	Transportation - Taxis/Shuttle Expense													-
7066	Transportation - Rail Expense													-
7068	Transportation - Other Expense													-
7072	Travel-Sales Tax Expense (incl. GST, VAT,	300	300	-	300	-	300	300	300	300	300	300	-	2,700
Area Director														
7058	Lodging Expense													-
7060	Transportation - Airfare Expense													-
7062	Transportation - Mileage Expense	250	300	350	300	300	300	275	300	375	300	275	300	3,625
7064	Transportation - Taxis/Shuttle Expense													-
7066	Transportation - Rail Expense													-
7068	Transportation - Other Expense													-
7072	Travel-Sales Tax Expense (incl. GST, VAT,	250	300	350	300	300	300	275	300	375	300	275	300	3,625
IPDG														
7058	Lodging Expense													-
7060	Transportation - Airfare Expense													-
7062	Transportation - Mileage Expense													-
7064	Transportation - Taxis/Shuttle Expense													-
7066	Transportation - Rail Expense													-
7068	Transportation - Other Expense													-
7078	Travel-Food Expense													-
Keynote Speaker														
7058	Lodging Expense													-
7060	Transportation - Airfare Expense													-
7062	Transportation - Mileage Expense					200					200			400
7064	Transportation - Taxis/Shuttle Expense													-
7066	Transportation - Rail Expense													-
7068	Transportation - Other Expense													-
7072	Travel-Sales Tax Expense (incl. GST, VAT,	-	-	-	-	200	-	-	-	-	200	-	-	400
Other Member														
7058	Lodging Expense													-
7060	Transportation - Airfare Expense													-
7062	Transportation - Mileage Expense			500	1,500	1,000								3,000
7064	Transportation - Taxis/Shuttle Expense													-
7066	Transportation - Rail Expense													-
7068	Transportation - Other Expense													-
7072	Travel-Sales Tax Expense (incl. GST, VAT,	-	-	500	1,500	1,000	-	-	-	-	-	-	-	3,000
Total Travel Expenses		1,245	7,724	1,370	2,595	1,995	1,295	3,170	1,295	1,195	1,320	1,270	795	25,269

Chart of Accounts - Revenue & Expense Accounts Only

<u>Account#</u>	<u>Account Name</u>
6005	Membership Revenue
6010	Donation Revenue
6015	Interest Income
6020	Miscellaneous Income
6025	Registration & Ticket Revenue
6030	Sponsorship/Advertising Revenue
6035	Raffle Revenue
6040	Auction Revenue
6045	District Store Revenue
6050	Refunds - Registration & Tickets
6055	Refunds - Other
6060	Reimbursements - Registration & Tickets
7002	Cost of Sales Expense - District Store
7004	Badges & Pins
7006	Educational Materials
7008	Promotional Materials
7010	Awards Expense (Trophies, Plaques, Ribbons & Certificates)
7012	Supplies & Stationery Expense
7014	Room Rental Event Expense
7016	Meal Event Expense
7018	Decorations Expense
7020	Printing Expense
7022	Audio Visual Expense
7024	Newsletter Expense
7026	Website Expense
7028	Directory Expense
7030	Photocopying Expense
7032	Telephone Expense
7034	Conference Calls & Webinars Expense
7036	Advertising Expense
7038	Dues & Association Fee Expense
7040	Trade Show Registration Expense
7042	Outside Contractor Expense
7044	Postage & Shipping Expense
7046	Express Mail/Courier Expense
7048	Equipment Purchase Expense (Less than \$500)
7050	Depreciation Expense
7052	Maintenance & Repairs Expense
7070	Bank Charges & Credit Card Fee Expense
7072	Sales Tax Expense (incl. GST, VAT, etc.)
7078	Food Expense
7080	Gifts & Thank Yous
7082	Incentives
7084	Sympathy Expense
7086	Miscellaneous Expenses
7088	Storage Expenses
7090	Equipment Rental
7074	Gain/Loss - Realized
7076	Foreign Currency Gain/Loss - Unrealized
7056	Convention Registration Fees Expense
7058	Lodging Expense
7060	Transportation - Airfare Expense
7062	Transportation - Mileage Expense
7064	Transportation - Taxis/Shuttle Expense
7066	Transportation - Rail Expense
7068	Transportation - Other Expense

BUDGET ID	ACTG_NO	DEPT_ID	LOCATION_ID	PROJECT_ID	ITEM_ID	CLASSID	Month Ended July 2017	Month Ended August 2017	Month Ended September 2017	Month Ended October 2017	Month Ended November 2017	Month Ended December 2017	Month Ended January 2018	Month Ended February 2017	Month Ended March 2018	Month Ended April 2018	Month Ended May 2018	Month Ended June 2018	52,872.00	
Budget	6005-0000	100	018				860.00													
Budget	6025-0000	150	018			R100														
Budget	6025-0000	150	018			R200														
Budget	6025-0000	150	018			R300														
Budget	6025-0000	150	018			R400														
Budget	6025-0000	150	018			R500				18,100.00										36,200.00
Budget	6025-0000	150	018			R600														
Budget	6025-0000	150	018			R700														
Budget	6050-0000	150	018																	
Budget	6055-0000	150	018																	
Budget	6060-0000	150	018																	
Budget	6030-0000	150	018							6,400.00						6,400.00				12,800.00
Budget	6035-0000	150	018							1,700.00						1,700.00				3,400.00
Budget	6040-0000	150	018																	
Budget	6010-0000	150	018																	
Budget	6020-0000	150	018																	
Budget	7004-0000	150	018																	
Budget	7064-0000	150	018																	
Budget	7010-0000	150	018																	
Budget	7012-0000	150	018																	
Budget	7014-0000	150	018																	
Budget	7016-0000	150	018																	
Budget	7018-0000	150	018																	
Budget	7020-0000	150	018																	
Budget	7022-0000	150	018																	
Budget	7024-0000	150	018																	
Budget	7048-0000	150	018																	
Budget	7070-0000	150	018																	
Budget	7072-0000	150	018																	
Budget	7074-0000	150	018																	
Budget	7076-0000	150	018																	
Budget	7078-0000	150	018																	
Budget	7080-0000	150	018																	
Budget	7082-0000	150	018																	
Budget	7084-0000	150	018																	
Budget	7086-0000	150	018																	
Budget	7088-0000	150	018																	
Budget	7090-0000	150	018																	
Budget	7092-0000	150	018																	
Budget	6025-0000	200	018																	
Budget	6025-0000	200	018			D100														
Budget	6010-0000	200	018			D200														
Budget	6010-0000	200	018			D300														
Budget	6050-0000	200	018																	
Budget	6055-0000	200	018																	
Budget	6060-0000	200	018																	
Budget	6030-0000	200	018																	
Budget	6035-0000	200	018																	
Budget	6040-0000	200	018																	
Budget	7008-0000	200	018																	
Budget	7010-0000	200	018																	
Budget	7012-0000	200	018																	
Budget	7014-0000	200	018																	
Budget	7016-0000	200	018																	
Budget	7018-0000	200	018																	
Budget	7020-0000	200	018																	
Budget	7022-0000	200	018																	
Budget	7024-0000	200	018																	
Budget	7048-0000	200	018																	
Budget	7070-0000	200	018																	
Budget	7072-0000	200	018																	
Budget	7074-0000	200	018																	
Budget	7076-0000	200	018																	
Budget	7078-0000	200	018																	
Budget	7080-0000	200	018																	
Budget	7082-0000	200	018																	
Budget	7084-0000	200	018																	
Budget	7086-0000	200	018																	
Budget	7088-0000	200	018																	
Budget	7090-0000	200	018																	
Budget	7092-0000	200	018																	
Budget	6025-0000	300	018			R100														
Budget	6025-0000	300	018			R200														
Budget	6025-0000	300	018			R300														
Budget	6025-0000	300	018			R400														
Budget	6025-0000	300	018			R500														
Budget	6025-0000	300	018			R600														
Budget	6025-0000	300	018			R700														
Budget	6025-0000	300	018			R800														
Budget	6025-0000	300	018																	
Budget	6050-0000	300	018																	
Budget	6055-0000	300	018																	
Budget	6060-0000	300	018																	
Budget	6030-0000	300	018																	
Budget	6035-0000	300	018																	
Budget	6040-0000	300	018																	
Budget	7008-0000	300	018																	
Budget	7010-0000	300	018																	
Budget	7012-0000	300	018																	
Budget	7014-0000	300	018																	
Budget	7016-0000	300	018																	
Budget	7018-0000	300	018																	
Budget	7020-0000	300	018																	
Budget	7022-0000	300	018																	
Budget	7024-0000	300	018																	
Budget	7048-0000	300	018																	
Budget	7070-0000	300	018																	
Budget	7072-0000	300	018																	
Budget	7074-0000	300	018																	
Budget	7076-0000	300	018																	
Budget	7078-0000	300	018																	
Budget	7080-0000	300	018																	
Budget	7082-0000	300	018																	
Budget	7084-0000	300	018																	
Budget	7086-0000	300	018																	
Budget	7088-0000	300	018																	
Budget	7090-0000	300	018																	
Budget	7092-0000	300	018																	
Budget	6045-0000	400	018																	
Budget	7008-0000	400	018																	