

**ANNUAL BUDGET**  
**Due to WHQ by September 30th**  
**2010 - 2011**

**For information regarding planning for and creating a budget visit**  
[www.toastmasters.org/DistrictFinance](http://www.toastmasters.org/DistrictFinance)

**These templates were designed to be more simplistic, and at the same time provide your district with the needed information for financial success. Most of the changes have been a direct result of your feedback and comments over the past year. You are welcome to keep more detailed reports for your district as long as this template is completed and turned in on time.**

**Please click the file below for a complete set of instructions.**



### **Here's What's New!**

- \*There is an instruction document inside the budget template to assist you in its completion.
- \*Your "Summary" tab has been simplified in a streamlined format showing district revenues and expenses. This tab is now a quick summary of your revenues, expenses and their net balance.
- \*There is a new tab for your local bank reconciliations. At a quick glance you can see all of your bank accounts, the beginning balances, outstanding items and their book balance. Also to note, as you enter your bank information in the appropriate cells, the account description on the chart of accounts will update.
- \*This year the focus will be on your monthly budget. There is a tab to help lay out your budget by line item, by month. This will later be used to compare with your monthly actuals so you can clearly see if you are on track each month.
- \*The "Narrative" tabs have an added budget amount to each category. This way you can see the amount you are trying to explain without having to select another tab.
- \*The "Certification" tab has an additional section to show the total budgeted Net Income/Loss. This way you can see the net amount you are budgeting for and signing off on without having to select another tab.
- \*And lastly, there is an additional tab for the chart of accounts for your reference.

We hope our changes will benefit you and save you time. We appreciate all your hard work and determination. Please let us know if you have any questions at [districtfinancialreports@toastmasters.org](mailto:districtfinancialreports@toastmasters.org).