

Contest Budget – Tips and Notes

Determine your Expenditures FIRST!

Use the Excel budget tool to see a complete list of possible expenses.

These costs are always to be added to your budget:

Trophies - \$130.00 (District Treasurer will let AGs and DGs know actual costs)

Registration fee - for contest winners for the next contest (Division or District)

To calculate the registration fee for the contest, use the following equation:

$$\text{Registration fee} = \text{Expenditures} / \text{estimated attendance}$$

Warning! Be careful not to “*overestimate*” on your attendance and “*underestimate*” on your expenditures.

Ask Division Treasurer what the attendance was for the Fall and Spring contests from last term. You can request a copy of the previous area governor’s reconciliation report so you know exactly what they spent and how much they had on income.

Other Rules of Thumb regarding expenditures:

Gifts/Recognition: \$10 max (Contest Chair, Chief Judge, and Toastmaster(s))

Photocopy – see if someone or several people can print out the programs, certificates, and flyers

Use colored paper with black ink.

Decorations – do not go overboard on this. Borrow from someone what you need if it is theme-related contest.

Your Income comes from:

Registration fees (areas approx. \$8 - \$10, divisions approx \$12 - \$15)

Raffle/Opportunity Drawing

Comps (Division Contest Evaluator, District Representative (one of the Top Three), Lydia Boyd) are individuals that are given complimentary registration.

For Area and Division Governors

Do not keep any of the receipts and money. Turn them in to your Division Treasurer. They will be doing your reconciliation for your contest.

You need to have a budget in to your Division Treasurer and District Treasurer before your flyers will be posted on the website.

For Contest Chairs

Share the budget with everyone on your contest team so that the contest ends in the black and not the red.

For Double or Double-Double contests

Do not commingle funds. After each contest, turn in all money (registration fees and raffle) to your Division Treasurer.

Use one fee for all day if possible.

Determine who is paying for what expenditures or do a ½ and ½.

For EVERYONE on the Contest Team

Bring your receipts and completed Request for Reimbursement form to the contest so you can get reimbursed. No receipt...no money.

For Division Treasurers

Do not use registration or raffle money to reimburse someone. All funds must be deposited into the Division bank account.

Checks are to be written to reimburse expenses.

You need to keep a track of all reimbursements using reimbursements sheet.

No receipt...no reimbursement!

Know your District and Division Treasurers

District Treasurer Johnny Ponder Phone: (562) 926-9440 johnnyjrp@aol.com

Division A Treasurer John Donovan W: (310) 813-3290 H: (562)293-2504 jdonovan@speakeasy.org

Division B Treasurer Donna Chong Home: (206) 890-4625 donnachong@gmail.com

Division C Treasurer Regina Rhymes Cell: (714) 995-4979 reginarhymes@aol.com

Division D Treasurer Donna O'Connell Work/Home: (310) 704-2887 donnagoc@gmail.com

Division E Treasurer David Kitchen W: (800) 999-1009 H: (562) 634-7448 davidkitchen@trainingdynamics.org