

Contest Budget – Tips and Notes

First—Determine your expenditures

Fixed costs which must always be added to your budget are:

Trophies - approx. \$130.00 per contest (your District Treasurer will let AGs and DivGs know actual costs)

Registration fee – to send contest winners to the next level

Second—Calculate your registration fee

Use this equation to determine what your registration fee should be:

Registration fee = Expenditures / estimated paid attendees (committee & guests)

Normal attendance ranges:

Single area contest – 35-45 people

Double area contest – 50-75 people

Division contest – 60-90 people

Hint: Be careful not to “*overestimate*” on your attendance and “*underestimate*” on your expenditures. Ask to see the previous governor’s reconciliation report so you know what they spent, how many people came, and what other income they had.

Other rules of thumb regarding expenditures:

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

Committee recognition – certificates or candy bars, 50¢ to \$1 each

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

Decorations – do not go overboard on this. Try to borrow what you need.

Food – generally, about \$4 per person

Your income derives from:

Registration fees (areas approx. \$8 - \$12, divisions approx \$12 - \$18)

Raffle, if you have one

Cash donations from clubs (note, use discretion about requesting club donations)

“Comps” are the 3 people whom you must not charge. They are:

Your contest evaluator

Your assigned District Representative (one of the Trio)

Lydia Boyd, who has “the Key to District One”

Everyone else pays, including the AG or DivG, the Contest Chair, and any District officer who is not your assigned rep for the contest.

For Area and Division Governors

Do your budget first, and get it approved by your Division and District Treasurers before advertising your contest. Do not keep any receipts or money. Turn everything over to your Division Treasurer, who will be doing the reconciliation for your contest.

For Contest Chairs

Share the budget with everyone on your contest team and get their commitment to stay within it.

Provide them with copies of the Division Reimbursement form.

For Double Area Contests

Decide in advance if income and expenses will be (A) shared equally between the 2 areas, or (B) kept separately. If (A), you will need only one budget and it is fine to commingle funds. If (B), you will need to prepare separate budgets and keep a separate accounting of income and expenses.

For everyone on the contest team

Bring in your receipts the day of the contest so you can get reimbursed. No receipt...no money.

For Division Treasurers

Never use cash (registration or raffle money) to reimburse someone.

Bring the Division checkbook (and extra Division Reimbursement forms) to the contest, to expedite reimbursement time.

Keep track of all reimbursements using Division Reimbursement form.

No receipt...no reimbursement!

Know your District and Division Treasurers

For the 2010-2011 term, they are:

District Treasurer Tom Bonge bongetj@earthlink.net Phone (310) 320-5177

Division A Treasurer, Ty McCoy - mrtymccoy@aol.com

Division B Treasurer, Chiuhing Casey - clcasey38@yahoo.com

Division C Treasurer, Kathy Moon - kathy.moon@ngc.com

Division D Treasurer, Stan Laeno - slaeno@yahoo.com

Division E Treasurer, Johnny Ponder - johnnyjrp@aol.com