

# Summary Tab



District #: **F**  
 Budget Currency: **USD**  
 Fiscal Year **2018-2019**

	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Total
Membership revenue	521	1,532	18,308	5,406	1,706	518	997	2,065	19,087	4,848	2,170	2,271	59,429
Conference revenue	-	-	-	-	-	-	-	-	-	-	20,350	-	20,350
Fundraising revenue	-	-	-	-	-	-	-	-	-	-	-	-	-
TLI revenue	1,270	635	-	-	-	-	10,065	1,270	-	-	-	5,750	18,990
District store revenue	-	-	-	-	-	-	1,000	-	-	-	1,000	1,000	3,000
Speech contest revenue	-	-	-	-	-	-	-	-	10,990	2,000	-	-	12,990
Other revenue	-	759	-	552	-	-	-	552	-	-	552	2,860	5,275
<b>Total revenue</b>	<b>1,791</b>	<b>2,926</b>	<b>18,308</b>	<b>5,958</b>	<b>1,706</b>	<b>518</b>	<b>12,062</b>	<b>3,887</b>	<b>30,077</b>	<b>6,848</b>	<b>24,072</b>	<b>11,881</b>	<b>120,034</b>
Conference expense	-	-	-	-	-	-	-	-	-	-	20,350	-	20,350
Fundraising expense	-	-	-	-	-	-	-	-	-	-	-	-	-
TLI expense	50	150	275	150	50	1,775	10,600	200	275	150	50	10,475	24,200
District store expense	-	-	-	-	-	-	1,000	-	-	-	1,000	1,000	3,000
Marketing expense	880	3,325	2,290	690	765	690	2,560	1,440	1,390	1,065	690	7,535	23,320
Communications & public relations expen	3,761	1,199	199	699	999	199	199	199	199	499	199	1,999	10,344
Education & training expense	760	2,256	683	200	-	-	2,475	-	2,006	500	950	4,740	14,570
Speech contest expense	-	-	-	-	-	450	-	-	9,140	2,605	-	-	12,195
Administration expense	925	1,760	385	860	35	1,835	986	860	85	885	1,260	3,595	13,471
Travel expense	235	8,463	235	235	235	235	2,935	235	235	325	575	235	14,178
Other expense	248	248	248	248	248	248	248	248	248	248	248	248	2,971
	<b>6,858</b>	<b>17,400</b>	<b>4,314</b>	<b>3,081</b>	<b>2,331</b>	<b>5,431</b>	<b>21,002</b>	<b>3,181</b>	<b>13,577</b>	<b>6,276</b>	<b>25,321</b>	<b>29,826</b>	<b>138,599</b>
District net income/(loss)	(5,067)	(14,474)	13,994	2,877	(625)	(4,913)	(8,940)	706	16,500	572	(1,249)	(17,945)	(18,565)

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	20,350		
Fundraising expense	-		
District store expense	3,000		
Marketing expense	23,320		
	<b>46,670</b>	<b>33.7%</b>	<b>Unlimited</b>
TLI expense	24,200		
Education & training expense	14,570		
	<b>38,770</b>	<b>28.0%</b>	<b>30.0%</b>
Communications & public relations expense	10,344	7.5%	25.0%
Speech contest expense	12,195	8.8%	10.0%
Administration expense	13,471	9.7%	20.0%
Travel expense	14,178	10.2%	30.0%
Other expense	2,971	2.1%	10.0%
	<b>53,159</b>		
<b>Total Expenses</b>	<b>138,599</b>	<b>100.0%</b>	

Cash & Cash Equivalents per Balance Sheet as of June 30, 2018 **57,968.73**

Retention amount needed on June 30, 2019\* **14,957**

Remaining funds at Year-end (estimated)\*\* **24,446.41**

\*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.

# Narrative Tab



## TOASTMASTERS INTERNATIONAL ANNUAL BUDGET 2018-2019

DISTRICT

F

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)

### Budgeted

#### Membership Revenue

59,429

What is the district's goals for the year regarding membership? Our goal is a net growth of at least 8% in member payments. Last year we had a net loss of clubs and payments.

Since these numbers are based on prior year's actual totals, what strategies have changed or remained the same compared to last year to ensure this budgeted revenue is met? This year we have focused on getting more club leads, starting more clubs by the end of September, and growing club memberships.

#### Conference Net Income/(Loss)

-

At this time, what is the plan for the conference? In what city/state/country will it be held? Our Spring Conference will be held in Orange County, California, USA.

If the conference is not budgeted to net zero, explain why. What is the profit for? How do you justify the loss? We are budgeting to break even. We will need to bring in \$7,725 from fundraising and opportunity drawing.

#### Fundraising Net Income/(Loss)

-

How many events will be held? None.  
What is each event for?  
What will the funds be used for?

#### TLI Net Income/(Loss)

(5,210)

How many TLI events will be held? We have two major TLI events that we call "LACE" (Leadership and Communication Experience), one in January and one in June. We also have monthly "Learning Lab Training" events (free) that educate members about Pathways, membership building, club coaching, and other timely topics.

Will there be a cost for the member? How much? We charge \$15 admission (which includes lunch!), with a \$5 discount if a member is in a club that had all 7 officers trained during the previous period.

#### District Store Net Income/(Loss)

-

Does the district have a District Store? If not, why? We have a district store, which we just began last January, when World Headquarters outsourced the supply orders (sniff!)

Are all the costs from Toastmasters International products? No. We are still experimenting with which items to stock that members want and will actually buy. Item examples from Toastmasters include ribbons, voting forms, and pens.

#### Other Revenue

5,275

What other revenue is expected? Who is it from? We will have registration revenue for DEC meetings, our June district installation event, and our 75th Anniversary celebration June 30.

# Narrative, p. 2



## TOASTMASTERS INTERNATIONAL ANNUAL BUDGET 2018-2019

DISTRICT

F

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)

### Budgeted

#### **Marketing**

**23,320**

What is the main focus for your District?

To grow new clubs and increase membership in our existing clubs. We have a goal of at least 20 new clubs for the year.

What events are planned?

We are building a team to seek out club lead sources, fill a pipeline of new club leads into our Trello tool, and to encourage all AD's and Div. Directors to bring club leads. Offer training to club growth team on how to take a lead to Launch. Offer two Club Growth Workshops – 4-hour training events. At monthly learning labs, provide round-table discussions for club coaches and

#### **Communications and Public Relations**

**10,344**

What is the main focus for your district?

My main focus is generating excitement and participation in Founder's District events and incentive programs.

What events are planned?

The PR contests which will continue are the Diamond Web Award and PR Achievement Award. Since it's said that only one person enters the Film award, that one will most likely be discontinued. The replacement competition is designing the Founder's

#### **Education and Training**

**14,570**

What is the main focus for your district? Train Division and Area Directors; Train Club Officers; Pathways adoption; a contest series in the Winter/Spring 2019 (two contests) leading up to the District Conference/Contest in May 2019.

What events are planned? Provide two AD/DD training events, and arrange to have remaining AD/DDs trained individually or at other district make-up training. Provide two very large club officer training events (LACE/TLI). Offer at least two makeup per division, and have monthly learning labs for additional officer training. Also, provide education sessions at Fall District Council meeting: Education sessions at Spring Conference and Contest Training. Organize an education-based club competition in

#### **Speech contests**

**12,195**

What is the main focus for your district? We will have the International plus one other contest, starting at the club level in early 2019 and culminating at the District Spring Conference. (The second contest was decided by a vote at DEC.)

What events are planned? The District is planning Area, Division, and District contests.

What is being done differently or the same as last year? Everything will be the same, except that the second contest will not be

#### **Administration**

**13,471**

What is the main focus for your district? Provide opportunities for area and division directors to meet, give status reports, and exchange ideas.

What events are planned? 4 DEC meetings, 2 in-person DELP meetings (2 will be virtual meetings), and the annual district awards meeting.

#### **Travel**

**14,178**

What is the main focus for your district? Our main focus is to send the trio to the August and Mid-Year trainings. A minor focus is to give district and division leaders some mileage reimbursement. We are also funding a one-night hotel stay for our Conference Chair the evening before our Spring Conference.

Are there any maximums for your district to keep travel costs at a minimum? There are limits on the mileage reimbursements.

#### **Other Expenses**

**2,971**

What other expenses are expected? What are they for?

Why do they not fit in the other categories?

T.I. has mandated that Districts pay back 5 percent of the previous year's membership revenue. This is new this year.

# Membership Revenue Tab



TOASTMASTERS INTERNATIONAL  
ANNUAL BUDGET  
2018-2019

DISTRICT F

		USD												
Account #	Account Name	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Total
6005	Membership Revenue	521	1,532	18,308	5,406	1,706	518	997	2,065	19,087	4,848	2,170	2,271	59,429

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

# Conferences Tab



TOASTMASTERS INTERNATIONAL  
ANNUAL BUDGET  
2018-2019

DISTRICT F

USD

Account #	Account Name	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Total
<b>Conference Revenue</b>														
6025	Conference Registration-Member											6,500		6,500
6025	Conference Registration-Spouse / guest													-
6025	Conference-Late registrations											3,375		3,375
6025	Conference Registration -Meal Events											800		800
6025	Conference Registration-Speech contest											750		750
6025	Conference Registration -Other											1,200		1,200
6025	Conference Registration-Training													-
6050	Conference Refunds - Registration &													-
6055	Conference Refunds - Other													-
6060	Reimbursments - Registration & Tickets													-
6030	Conference-Sponsorship/Advertising											7,125		7,125
6035	Conference-Raffle											600		600
6040	Conference-Auction													-
6010	Conference-Donation													-
6020	Conference-Other Revenue													-
<b>Total Conference Revenue</b>		-	-	-	-	-	-	-	-	-	-	<b>20,350</b>	-	<b>20,350</b>
<b>Conference Expenses</b>														
7004	Conference-Badges & Pins											500		500
7008	Conference-Promotional Materials											750		750
7010	Conference-Awards Expense (Trophies,											700		700
7012	Conference-Supplies & Stationery Expense													-
7014	Conference-Room Rental Event Expense											9,000		9,000
7016	Conference-Meal Event Expense											5,000		5,000
7018	Conference-Decorations Expense											300		300
7020	Conference-Printing Expense											800		800
7022	Conference-Audio Visual Expense											800		800
7030	Conference-Photocopying Expense													-
7042	Conference-Outside Contractor Expense													-
7048	Conference-Equipment Purchase Expense													-
7070	Conference-Bank Charges & Credit Card											200		200
7072	Conference-Sales Tax Expense (incl. GST,											400		400
7078	Conference-Food Expense											400		400
7080	Conference-Gifts & Thank Yous											300		300
7086	Conference-Miscellaneous Expenses											500		500
7090	Equipment Rental													-
7082	Conference-Incentives											700		700
<b>Total Conference Expenses</b>		-	-	-	-	-	-	-	-	-	-	<b>20,350</b>	-	<b>20,350</b>
<b>Conference Net Income/(Loss)</b>		-	-	-	-	-	-	-	-	-	-	-	-	-



# TLI ("LACE") Tab



TOASTMASTERS INTERNATIONAL  
ANNUAL BUDGET  
2018-2019

DISTRICT

F

USD

Account #	Account Name	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Total
<b>TLI Revenue</b>														
6025	TLI Registration-Member registrations							5,000					5,000	10,000
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	1,270	635						1,270					3,175
6025	TLI Registration-Speechcraft													-
6050	TLI Refunds - Registration & Tickets													-
6055	TLI Refunds - Other													-
6060	Reimbursements - Registration & Tickets													-
6030	TLI Sponsorship/Advertising							250					750	1,000
6035	TLI Raffle													-
6010	TLI Donation							4,815						4,815
6020	TLI Other Revenue													-
<b>Total TLI Revenue</b>		<b>1,270</b>	<b>635</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>10,065</b>	<b>1,270</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>5,750</b>	<b>18,990</b>
<b>TLI Expenses</b>														
7006	TLI-Educational Materials													-
7010	TLI-Awards Expense (Trophies, Plaques,						200						200	400
7012	TLI-Supplies & Stationery Expense						300	400					400	1,100
7014	TLI-Room Rental Event Expense			225			425	3,600		225			3,225	7,700
7016	TLI-Meal Event Expense	50	50	50	50	50	550	5,100	100	50	50	50	5,050	11,200
7020	TLI-Printing Expense							200					200	400
7030	TLI-Photocopying Expense		100		100		300	500	100		100		600	1,800
7070	TLI-Bank Charges & Credit Card Fee							150					150	300
7072	TLI-Sales Tax Expense (incl. GST, VAT, etc.)													-
7080	TLI-Gifts & Thank You's							150					150	300
7086	TLI-Miscellaneous Expenses							400					400	800
7090	Equipment Rental							100					100	200
7078	TLI-Food Expense													-
														-
														-
<b>Total TLI Expenses</b>		<b>50</b>	<b>150</b>	<b>275</b>	<b>150</b>	<b>50</b>	<b>1,775</b>	<b>10,600</b>	<b>200</b>	<b>275</b>	<b>150</b>	<b>50</b>	<b>10,475</b>	<b>24,200</b>
<b>TLI Net Income/(Loss)</b>		<b>1,220</b>	<b>485</b>	<b>(275)</b>	<b>(150)</b>	<b>(50)</b>	<b>(1,775)</b>	<b>(535)</b>	<b>1,070</b>	<b>(275)</b>	<b>(150)</b>	<b>(50)</b>	<b>(4,725)</b>	<b>(5,210)</b>



# Other Revenue Tab



TOASTMASTERS INTERNATIONAL  
ANNUAL BUDGET  
2018-2019

DISTRICT F

USD

Account #	Account Name	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Total
<b>Other Revenue</b>														
6010	Donation Revenue													-
6015	Interest Income													-
6020	Miscellaneous Income													-
6025	Registration & Ticket Revenue		759		552				552			552	2,860	5,275
6030	Sponsorship/Advertising Revenue													-
6035	Raffle Revenue													-
6050	Refunds - Registration & Tickets													-
6055	Refunds - Other													-
<b>District Store Net Income/(Loss)</b>		-	759	-	552	-	-	-	552	-	-	552	2,860	5,275

# Marketing Tab



TOASTMASTERS INTERNATIONAL  
ANNUAL BUDGET  
2018-2019

DISTRICT

F

USD

Account #	Account Name	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Total
<b>Marketing Expenses</b>														
Marketing - Building New Clubs														
7006	Marketing-Educational Materials													-
7008	Marketing-Promotional Materials													-
7010	Marketing-Awards Expense (Trophies,													-
7012	Marketing-Supplies & Stationery Expense	400	30					400						830
7036	Marketing-Advertising Expense													-
7044	Marketing-Postage & Shipping Expense	50	50	50	50	50	50	50	50	50	50	50	50	600
7082	Marketing-Incentives	235	705	470	470	470	470	470	470	470	470	470	470	5,640
7014	Marketing-Room Rental Event Expense							200						200
7020	Marketing-Printing Expense							400						400
														-
		685	785	520	520	520	520	1,520	520	520	520	520	520	7,670
Marketing - Membership Growth														
7004	Marketing-Badges & Pins													-
7006	Marketing-Educational Materials		745			75		445			75		445	1,785
7008	Marketing-Promotional Materials													-
7010	Marketing-Awards Expense (Trophies,													-
7036	Marketing-Advertising Expense													-
7040	Marketing-Trade Show Registration Expense													-
7086	Marketing-Miscellaneous Expenses													-
7082	Marketing-Incentives	100	350	800	100	100	100	100	350	800	400	100	2,300	5,600
7014	Marketing-Room Rental Event Expense			100										100
7020	Marketing-Printing Expense			300										300
		100	1,095	1,200	100	175	100	545	350	800	475	100	2,745	7,785
Marketing-Club coaches														
7006	Marketing-Educational Materials													-
7010	Marketing-Awards Expense (Trophies,												500	500
7020	Marketing-Printing Expense	20	20	20	20	20	20	20	20	20	20	20	20	240
														-
														-
		20	20	20	20	20	20	20	20	20	20	20	520	740
Marketing-Rebuilding														
7004	Marketing-Badges & Pins													-
7006	Marketing-Educational Materials													-
7010	Marketing-Awards Expense (Trophies,													-
														-
														-
														-
Marketing-Recognition														
7004	Marketing-Badges & Pins													-
7008	Marketing-Promotional Materials													-

## Marketing, p. 2

7010 Marketing-Awards Expense (Trophies,												1,500	1,500
7020 Marketing-Printing Expense													-
7080 Marketing-Gifts & Thank Yous	25						25						50
7082 Marketing-Incentives													-
7086 Marketing-Miscellaneous Expenses													-
7014 Marketing-Room Rental Event Expense												500	500
7020 Marketing-Printing Expense												200	200
													-
	25	-	-	-	-	-	25	-	-	-	-	2,200	2,250
Marketing-Other Expense													
7008 Marketing-Promotional Materials		1,375					400						1,775
7010 Marketing-Awards Expense (Trophies,													-
7036 Marketing-Advertising Expense													-
7048 Marketing-Equipment Purchase Expense													-
7078 Marketing-Food Expense			500				500					1,500	2,500
7080 Marketing-Gifts & Thank Yous													-
7086 Marketing-Miscellaneous Expenses	50	50	50	50	50	50	50	50	50	50	50	50	600
													-
													-
	50	1,425	550	50	50	50	450	550	50	50	50	1,550	4,875
<b>Total Marketing Expenses</b>	<b>880</b>	<b>3,325</b>	<b>2,290</b>	<b>690</b>	<b>765</b>	<b>690</b>	<b>2,560</b>	<b>1,440</b>	<b>1,390</b>	<b>1,065</b>	<b>690</b>	<b>7,535</b>	<b>23,320</b>







# SC (Speech Contest) Tab



TOASTMASTERS INTERNATIONAL  
ANNUAL BUDGET  
2018-2019

DISTRICT F

USD

Account #	Account Name	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Total
<b>Speech Contest Revenue</b>														
6010	SC-Donation Revenue													-
6015	SC-Interest Income													-
6020	SC-Miscellaneous Income													-
6025	SC-Registration & Ticket Revenue									5,540	1,000			6,540
6030	SC-Sponsorship/Advertising Revenue													-
6035	SC-Raffle Revenue									5,450	1,000			6,450
6050	SC-Refunds - Registration & Tickets													-
6055	SC-Refunds - Other													-
	<b>Total Speech Contest Revenue</b>	-	-	-	-	-	-	-	-	10,990	2,000	-	-	12,990
<b>Speech Contest Expenses</b>														
7006	SC-Educational Materials						450							450
7010	SC-Awards Expense (Trophies, Plaques,									2,100	1,300			3,400
7012	SC-Supplies & Stationery Expense									1,340	345			1,685
7014	SC-Room Rental Event Expense									640				640
7078	SC-Food Expense									4,510	805			5,315
7086	SC-Miscellaneous Expenses													-
7090	Equipment Rental													-
7020	SC-Printing Expense									550	155			705
	<b>Total Speech Contest Expenses</b>	-	-	-	-	-	450	-	-	9,140	2,605	-	-	12,195
	<b>Speech Contest Net Income/(Loss)</b>	-	-	-	-	-	(450)	-	-	1,850	(605)	-	-	795







# Travel, p.3



TOASTMASTERS INTERNATIONAL  
ANNUAL BUDGET  
2018-2019

DISTRICT F

USD

Account #	Account Name	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Total
<b>IPDG</b>														
7058	Lodging Expense		500											500
7060	Transportation - Airfare Expense		350											350
7062	Transportation - Mileage Expense													-
7064	Transportation - Taxis/Shuttle Expense		60											60
7066	Transportation - Rail Expense													-
7068	Transportation - Other Expense		550											550
7078	Travel-Food Expense		-											-
		-	1,460	-	-	-	-	-	-	-	-	-	-	1,460
<b>Keynote Speaker</b>														
7058	Lodging Expense													-
7060	Transportation - Airfare Expense													-
7062	Transportation - Mileage Expense													-
7064	Transportation - Taxis/Shuttle Expense													-
7066	Transportation - Rail Expense													-
7068	Transportation - Other Expense													-
7072	Travel-Sales Tax Expense (incl. GST, VAT,													-
		-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Other Member</b>														
7058	Lodging Expense											250		250
7060	Transportation - Airfare Expense													-
7062	Transportation - Mileage Expense										90	90		180
7064	Transportation - Taxis/Shuttle Expense													-
7066	Transportation - Rail Expense													-
7068	Transportation - Other Expense													-
7072	Travel-Sales Tax Expense (incl. GST, VAT,													-
		-	-	-	-	-	-	-	-	-	90	340	-	430
<b>Total Travel Expenses</b>		235	8,463	235	235	235	235	2,935	235	235	325	575	235	14,178



# Expense Account Codes

Chart of Accounts - Revenue & Expense Accounts Only

<u>Account#</u>	<u>Account Name</u>	<u>Revenue</u>	<u>Expenses</u>	<u>Travel</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 You			
7082	Incentives			
7084	Sympathy Expense			
7086	Miscellaneous Expenses			
7092	TI - Allocation			
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			