

September 7, 2004

NOTE: The motion for these procedures and proposed budgets were approved at the September 2004 Business meeting by quorum vote.

**THE AUSTIN TOASTMASTERS CLUB
PROCEDURES FOR BUDGET PROCESS:**

1. The available balance for each line item shall be listed on the web site.
2. The approval process for expenditures above the budget limit for each line item is as follows:
 - If expenditure is not required prior to the next business meeting, the issue shall be presented to the club at the next business meeting.
 - If expenditure is needed prior to next business meeting, the issue shall be presented at the next regular club meeting.
 - If expenditure is required immediately, the expenditure may be approved or rejected at the discretion of the President with input from the Treasurer and others the President considers appropriate. The excess expenditures approved or rejected without club input shall be announced to the club at the next business meeting.
3. Expenditures outside line items (parties, etc.) and costing more than a total of \$15 for the event shall require club discussion and decision as described in first two bullets of procedure #2.
4. Incoming executive committees shall submit for club approval by quorum vote an operating budget covering the term of their service during the first business meeting of their term.
5. Budget and procedures may be amended by quorum vote.

PROPOSED OPERATING BUDGET for PERIOD JANUARY – JUNE

Contest #1 -----	\$250 (materials, trophies, food, judge certificates)
Web Site -----	100
Supplies -----	100
In-club training -----	25
Reference materials -----	75
Subsidies for District contests -----	25
Subsidies for Annual Banquet -----	<u>400</u>

Six-month expense w/o meeting place - add	<u>\$975</u>
Meeting place charge-----	180 (\$30/month to El Mercado)

TOTAL SIX-MONTH EXPENSE: \$1,155 **(January – June 2005)**

PROPOSED OPERATING BUDGET for PERIOD JULY – DECEMBER

Contest #2 -----	\$250 (materials, trophies, food, judge certificates)
Web Site -----	100
Supplies -----	100
In-club training -----	25
Reference materials -----	75
Subsidies for District contests -----	<u>25</u>

Six-month expense w/o meeting place - add	<u>\$575</u>
Meeting place charge-----	180 (\$30/month to El Mercado)

TOTAL SIX-MONTH EXPENSE: \$755 **(July – Dec 2004)**

TOTAL 12-MONTH EXPENSE: \$1,910

APPROX. SIX-MONTH INCOME:	45 members x \$18 semi-annual dues to club =	<u>\$ 810</u>
	50 x \$18	= <u>\$ 900</u>
	55 x \$18	= <u>\$ 990</u>
	60 x \$18	= <u>\$1,080</u>
	65 x \$18	= <u>\$1,170</u>

APPROX. 12-MONTH INCOME:	45 members x \$18 semi-annual dues to club =	<u>\$ 1,620</u>
	50 x \$18	= <u>\$ 1,800</u>
	55 x \$18	= <u>\$ 1,980</u>
	60 x \$18	= <u>\$ 2,160</u>
	65 x \$18	= <u>\$ 2,340</u>