

District Budget Worksheet

Formula to Determine "How Much is Enough" to Maintain in the district-budget

(The following statement was adopted at the June 2008 board meeting)

The membership delegate (district) fund should contain enough money to cover:

- 1) three years of office expense (newsletter/office supplies)
- 2) 1-1/2 years of travel expense (within the district)
- 3) 40% of the running average of the prior three years of district gatherings

[illegible]

For Your More Detailed Records

District Travel

purpose of trip:

annual planned event

special annual event

unit or group request

unit or members at large visitation

Lodging

Mileage / Airfare

Meals

District Newsletter (produced three times per year)

Paper

Printing / ink

Copies

Postage

Envelopes

EMMA distribution x3 per year

Office Supplies

Copies

Postage

Paper/envelopes

Other

Gathering Expenses

AV, set up cost

Food & Beverage

Venue

Gathering site visit for planning

Hotel during gathering

Meals

Materials, supplies, decorations, misc

Honoraria for speakers

Tours

Thank you gifts, cards

Other.....

Projected Gathering Income

Projected Net Gathering Income