



SUMMARY OF THE SYSTEM FOR CONDUCTING AREA AND DIVISION SPEECH CONTESTS WITHIN DISTRICT 70

1. Area and Division Contests are District events and are conducted under the authority of the District Governor.
2. The person responsible for the organisation and conduct of a contest is either the Area or Division Governor.
3. A Host Club must be appointed for all contests. The Host Club is to work with the Area/Division Governor in organising and running the contest on behalf of the District.
4. All moneys received for the contest are banked by the Host Club and the Host Club pays all expenses associated with the contest. No form of Area, Division or personal bank account is to be used for running a contest.
5. Host Clubs may conduct a raffle in association with the contest to help defray costs or to ensure that a profit is made on the function.
6. Each Area/Division Governor is required to prepare a budget in conjunction with the appointed Host Club. This budget must be submitted to the Budgets and Claims Officer at least 21 days prior to the contest.
7. The meal costs for Area representatives at Division Contests and for Division representative at District Contests must be provided for in the budget. The Host Club running the contest must arrange to pay for the winner's participation at the next level. A good way to do this is to make the presentation of a cheque a feature of the awards presentation at the time of the contest.
8. After a contest, each Area/Division Governor (in conjunction with the Host Club), is to prepare an Actual v Budget financial statement. This is to be submitted to the District 70 Budgets and Claims Officer.
9. If there is an overall loss on a contest, the Budget and Claims Officer will arrange for the District Treasurer to issue a cheque to the Host Club to cover this loss after receiving the financial statement (showing Actual v Budget). Losses will not be considered for reimbursement unless the proposed budget has been submitted and approved before the contest is promoted. **Note any raffle proceeds must be included when submitting the financial statement.**
10. Any surplus on a contest (including any raffles run in conjunction with the

contest), can be retained by the Host Club and used to further the mission of Toastmasters (promotion of membership and education of the members). The ability to keep this potential profit is allowed by District 70 to make it attractive for Clubs to host contests and to encourage them to run them profitably.

11. Although District 70 is registered for GST, GST is not relevant to Area/Division Contests because the contests are run by Clubs which are not registered for GST. Having Clubs run the contests on behalf of the District eliminates GST and simplifies the financial administration. (Clubs will most likely pay GST on catering costs and other expenses, but will not claim input credits because they are not registered for GST.)

Helpful Links:

http://www.d70toastmasters.org/pdfs/contest_budget_form.xls

http://www.d70toastmasters.org/pdfs/contest_actual_form.xls