



# Suman Shakya, DTM

Program Quality Director (2022-23) | District 41 | Region 13

Dear Trainers,

Welcome to a journey of excellence as a Trainer in Toastmasters Leadership Institute, District 41, Toastmasters International! As a part of the Job-Aid segment of the Training, you are required to share the following resources with the Trainees and explain them how to utilize the same:

- How to prepare a Budget in MS-Excel?: <https://www.youtube.com/watch?v=UAMlla5Zlp8>
- Prorated Dues applicable while adding a new/dual/reinstated member or during renewals:

Month	Nearest Cycle Completion Month	Dues to be paid in USD [A]	New Member Fee (Applicable only for new members) in USD [B]	Total Dues to be paid for new members in USD [C=A+B]	Total Dues to be paid for adding dual/reinstated member in USD [D=A]
July	September	22.5	20	42.5	22.5
August	September	15	20	35	15
September	September	7.5	20	27.5	7.5
October	March	45	20	65	45
November	March	37.5	20	57.5	37.5
December	March	30	20	50	30
January	March	22.5	20	42.5	22.5
February	March	15	20	35	15
March	March	7.5	20	27.5	7.5
April	September	45	20	65	45
May	September	37.5	20	57.5	37.5
June	September	30	20	50	30

While converting the dues from USD to INR, the USD-INR conversion charges must be kept in mind. This conversion charge must include the direct international conversion rate along with any mark-up fee that the Treasurer's bank might charge as a whole of the transaction or per USD of transaction. To know the mark-up fee and other details about it, the Treasurer must contact his /her bank.

For example, let's assume 1 USD = INR 75 as the direct international conversion rate (as shown in a Google search). The Treasurer's Bank might charge a mark-up fee of INR 3 per USD of transaction. Thus, effectively, for every USD in the transaction, the cost incurred in INR is INR 75+3 and not just INR 75.

The above point must be kept in mind while deciding the dues in INR. Any charges for the Club Fund must be charged above this.

For more information, please get in touch with:

PQD Team  
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Thanks and Regards,



Suman Shakya, DTM