



DISTRICT 91 FINANCE GUIDE 2017

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1. WHERE DOES THE MONEY COME FROM?

25% of membership dues to Toastmasters International is redistributed back to the district. This money is entrusted to the District Leadership Team (DLT) so it can carry out its mission and achieve the organisation's major goals. The DLT prepares a budget for the coming year and guidelines for how much money is available to be spent.



2. BASIC BUDGET FOR DIVISIONS AND AREAS

Division Directors – £500 each

Area Directors – £300 each

This money is to be used for Marketing & Education; specifically to:

- ▶ **Promote educational growth**
- ▶ **Increase membership**
- ▶ **Support and establish clubs**

3. ADDITIONAL MONEY

In addition to the £500 (Division Director) and £300 (Area Director) the District will also reimburse expenses for:

1. Travel expenses when attending official Toastmasters business
2. Perpetual trophies for new Divisions & Areas
3. Club Banners for new clubs only
4. Contribution towards Division contests venue hire
5. Attendance at District Council at Conference in May and November
6. Parking while attending District meetings and District Officer Training

3.1 Travel Expenses

- ▶ 30p per mile. Mileage claims require a map of journey details to be reimbursed
- ▶ If using public transport, standard class tickets are to be used.

Official Toastmasters Business means travel to

- ▶ Clubs, for purposes of Area Director, Pathways Ambassador and Pathways Guide club visits or for other District Leaders handing out awards or taking part in special events e.g. charter celebration, charter dinners or anniversary meetings
- ▶ Area and Division Club Officer Training when delivering training
- ▶ Area and Division Contests of the Area/Division you are leading
- ▶ District meetings and District Officer Training
- ▶ Demonstration meetings for New Clubs if taking part as a speaker or functionary
- ▶ Training venues for Trainers Bureau members delivering training

- ▶ Where travel to DEC, DOT, DLT meetings requires leaving home before 7am, or travel exceeds 5 or more hours to get to the venue, the District will fund accommodation to enable travel the day before the training.

3.2 Perpetual trophies

The District will fund the purchase of trophies for new Divisions and Areas. There will be no funding for replacing or repairing existing trophies. The District will not fund the purchase of trophies for contestants to keep. If Divisions or Areas decide to have trophies for contestants to keep these should be funded out of ticket sales for the contests.

3.3 Club Banners for new clubs

The cost of a new club banner, stand, customs and shipping will be paid for by the District for Clubs chartering between 1 July 2017 and 30 June 2018. Stands must be sourced in the UK. (Maplin offers a reasonably priced stand - <http://www.maplin.co.uk/p/t-bar-lighting-stand-qk42v>)

3.4 Contribution towards Division contests venue hire

The district will make a contribution towards the cost of hiring venues for Division contests for those Divisions that are unable to secure free venues. Participants can be charged to cover any costs related to the event such as catering, extra trophies, marketing materials etc.

3.5 Attendance at District Council at Conference in November and May

This is reimbursable **up to:**

- ▶ £100 contribution to cost of conference ticket
- ▶ £50 for travel allowance

3.6 Parking while attending District meetings and District Officer Training

Where the meeting venue does not include free parking, the district will reimburse the cost of parking.

4. PRIORITY OF SPENDING

Available funding should be prioritised as follows:

- ▶ Division, Area and Club leader training
- ▶ Member training e.g. through new members workshops or themed workshops organised by Area and or Division Directors. (The Trainers Bureau has a list of Toastmasters who specialise in various topics)
- ▶ Marketing – New Club creation
- ▶ Marketing – Supporting Clubs in their membership growth and retention efforts
- ▶ Awards and recognition – for example education award pins, ribbons, and other special awards.

5. ACCEPTABLE EXPENSES FROM DIVISION AND AREA BUDGETS

NOTE: All the expense claims must have receipts or invoices describing what was bought. A credit card receipt just showing the amount spent is not an acceptable supporting document. Equally, mileage claims without a map, journey details and purpose of journey will not be acceptable.

- ▶ Printing and copying training materials. Free digital materials must be used as much as possible.
- ▶ Envelopes and postage
- ▶ Paper, pens and signage
- ▶ Plaques, pins, certificates to recognise achievements
- ▶ Travel costs for special Toastmasters speaking guests
- ▶ Venue hire and refreshments
- ▶ Advertising in the newspaper, magazines or on radio
- ▶ Flyers if relating to all Clubs in an Area/Division
- ▶ Booth at shopping mall or events
- ▶ Marketing materials obtained from local suppliers or from World Headquarters. If sourced locally, the Toastmasters visual brand guidelines must be adhered to and professional printers must be used.

6. SPECIFIC COSTS NOT CLAIMABLE

- ▶ Area contests venue hire
- ▶ Area Directors are advised to use one of the following options:
 1. Encourage clubs to take turns to host the area contests
 2. Hire a venue and divide hire cost between all the clubs taking part in the area. Club members have to agree to this.
 3. Find a free venue
 4. Ask attendees to pay a small amount.
- ▶ Club-specific costs, member dues or charter fees
- ▶ Speechcraft, Youth Leadership Program, Success/Leadership & Success/Communication materials and any related costs
- ▶ Member entertainment events – social events should be paid for by members attending.
- ▶ Speakers fees
- ▶ Parking except when attending District meetings and District Officer Training (see 3.6)
- ▶ Car rental, taxis, meals
- ▶ Room service and charges relating to personal use
- ▶ Costs already covered by prepaid travel cards for personal use (e.g. season tickets). To make the claiming process easier, it is best to buy tickets for each separate journey.
- ▶ Duplicate claim on shared hotel rooms or journeys.

7. EXCEPTIONS

Except for when prohibited by Toastmasters International regulations, any exceptions to this policy, in exceptional circumstances can be authorized by the District Director

8. KEY DATES

- 1.** Expenses to be claimed **within 60 days** of the event for which they are being claimed.
- 2.** The DLT usually meets monthly and it is at this meeting that the cheques for expense claims are signed. At least two DLT officers are required to sign a cheque so it is not practicable to pay claims any quicker than monthly. If the claimant misses the meeting date, then the claim will be paid at the next practicable meeting.
- 3.** Expenses from 1 July – 15 August 2017:
 - To be submitted to Division Directors for checking
 - Once checked, they will be forwarded by 31 August 2017, to District Finance manager, Beauty Zindi for payment
 - Payment will be made, as far as is practical, by the end of September 2017.

The Voucher for reimbursement (also known as the Expense claim form) is available from:

<http://d91toastmasters.org.uk/district-finances/>