



District 91 Finance Guide 2016

Objective of this document

- 1.1 Where the money comes from
- 1.2 How much is available to Area and Division Directors?
- 1.3 How it should be spent?
- 1.4 Specific costs not claimable
- 1.5 Travel costs
- 1.6 Wider club finance issues
- 1.7 Budget submission
- 1.8 Key dates
- 1.9 Policies & Protocol

1.1 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 so it can carry out its mission and achieve major goals of the organisation. The DLT team prepare a budget for the coming year and this is the guideline for how much money is available to be spent.

1.2 How much is available to Areas & Division Directors

Division Directors have a total of **£400** per annum to be spent on any aspect that will focus specifically, on three aspects within the Division.

- 1) Promote educational growth.
- 2) Increase membership in clubs.
- 3) Establish new clubs.

Area Directors have a total of **£250** per annum to be spent on any aspect that will focus specifically, on three aspects within the Area.

- 4) Promote educational growth.
- 5) Increase membership in clubs.
- 6) Establish new clubs.

Extra to that allowance:- All Area (AD) and Division Directors (DD) can also request repayment of individual travel expenses for personal OFFICIAL Toastmaster training. For travel to Clubs, Area and Division COTs, and District meetings and training. Coming to the DEC at Conference in November and May also qualify for £100.00 attendance allowance and £50.00 travel allowance, providing that evidence of attendance and travel can be given.





District 91 Finance Guide 2016

1.3 How should it be spent?

ALL funds should focus specifically, to promote educational growth, increase membership in clubs, and establish new clubs. Division Directors can and are encouraged to work with Area Directors to pool budgets in order to maximise the Division's ability to achieve maximum growth and retention of members in the Division.

In order of priority although not exclusively, division and area funds are to be used for:

Division, Area and Club leader training which comes under the heading of Educational & Training

Club growth and retention which comes under the heading of Marketing.

Supporting clubs in their membership growth efforts which is Communication and Public Relations

Awards and recognition, for example education award pins, ribbons, TI-branded materials from the shop.

Funds from the District

This year 2016 - 2017 District 91 are going to fund venue hire for training and contests, especially if there is training attached to the contest date. All claims for funding will be paid on their merit and **must be requested before payment** if you want to be repaid. The Areas and Divisions must make all possible efforts to keep the venue hire as low as possible. This fund is subject to trust and audit.

All other aspects of contests must be self-funding, as far as possible, therefore an admission fee to contests must be made. Contestants **MUST NOT** be charged.

It has been agreed that that the new Divisions and Areas can have perpetual trophies funded but there is no funding for replacing lost or repairing trophies or for trophies for individual contestants to keep.

Regarding club banners, only clubs that charter from July 2016 to June 2017 will receive assistance with the cost of the banner, stand, customs and shipping.

Think Tank

We are always looking for ideas on how the DLT can encourage Divisions, Areas and Clubs to get the members to move around their Division and meet other members. We are willing to investigate any ideas that would achieve members' movement especially in the Divisions outside of London. We may have funds that could be used to assist with these ideas so please do let the team know about them.



District 91 Finance Guide 2016

The Finance Manager (2016/2017 Meg) likes to say YES to your spending. Ask for any of the following:-

Acceptable Expenses from Division and Area budgets:-

- Related directly to hosting and delivering training, club membership, club growth.
- Printing and copying training material and office and administrative expenses solely relating to conducting Division and Area business including envelopes and postage, supplies to host events, paper, pens and signage. Again discuss the need before spending as funds may be provided, each case will be looked at on its merits.
- Plaques, pins, certificates, trophies for achievement.
- Preapproved travel costs for special speaking guests. (Ask Meg before saying Yes) and *absolutely no speaking fees*.
- If the venue hire includes refreshments it may be claimed, however, it must be a small proportion (less than 5%) of an overall invoice. (If you are not sure just ask Meg first or get an invoice from the venue without catering itemised).

In addition, under Marketing and PR these expenses can also be claimed if within the Area or Division budget

- Advertising and public relations
- Billboards
- Advertisement in newspaper or on radio and public relations
- Fliers if relating to all Clubs in an Area
- Booth at shopping mall or events
- Buying or renting audio visual equipment
- Marketing material obtained from World Headquarters
- Eventbrite, meetup and other social media event publications

1.4 Specific costs not claimable

- Food for food only events
- Club-specific costs, member dues or charter fees
- Youth Leadership Program, Speechcraft materials and any other Success/Leadership & Success/Communication materials
- Film hire (if not possible to break even)
- Members entertainment events (if not possible to break even)
- Speakers fees



District 91 Finance Guide 2016

1.5 Travel Costs

Acceptable Travel Expenses. Mileage Claims are currently **30p per mile**, the claim needs to be accompanied by Google map of mileage or something similar, not just the list of directions. Try to keep the map to one page and in black and white. It is expected that everyone would use public Transport Standard Tickets.

A new initiative in 2016 – 2017 will be to fund lodging and travel expenses for DEC, DOT, DLT meetings where there is a case for travel the previous day, under certain circumstances. The requirement is that travel is impossible without a start before 7am, or that travel is impossible because the travel time is as long as the training. If you have to travel for 5 hours or more to get to the venue then a lodging cost might be paid. Again this fund is subject to trust and audit.

Unacceptable Expenses

- Car rental, parking, meals
- Room service and charges relating to personal use
- Costs already covered by prepaid travel cards for personal use
- Anything without specific receipt or attached millage map from Google or equivalent if claiming mileage
- Duplicate claim on shared hotel rooms or journeys

1.6 Wider Club Issues

Attendance at local events

This guidance is also relevant for any international visitors, for example International Board members and Region Advisors.

When district representatives* attend events in a formal capacity, the District will cover reasonable travel costs. Depending on the location they may have travelled relatively long distances. They are volunteers and may have taken time off their work to attend.

The District requests that should clubs want to have a member of the District leadership present at their special events, that the hosts fund the cost of attending that event. For example, covering the cost of the meal at a Charter Dinner. For further information about local guidance on this, please visit <http://d91toastmasters.org.uk/district-visits/>

Events include all division contests, charter and anniversary ceremonies, workshops, officer training and clubs, where formally invited by the host.

*District representatives include the District Leadership Team (DLT), Division Directors and Area Directors.



District 91 Finance Guide 2016

This chart is designed to assist your understanding. *If you are unsure, please ask before spending.*

EVENT	DLT - TRIO	DLT-IPDG & PR MANAGER	DLT - MANAGERS	PARLIM'AN	DIVISION DIRECTOR	AREA DIRECTOR	ASSISTANT AREA DIRECTOR	INITIATIVE LEADS (1)	Other (2)
DOT	YES	YES	YES	N/A	YES	YES	YES	YES (3)	YES (3)
COT	YES	YES	N/A	N/A	YES	YES	YES (4)	YES (3)	YES (3)
CLUB VISITS	YES	YES	N/A	N/A	N/A	YES	YES (4)	N/A	YES (3)
AREA CONTEST	YES	YES	N/A	N/A	N/A	YES	YES (4)	YES (3)	N/A
DIVISION CONTEST	YES	YES	YES	N/A	YES	N/A	N/A	YES (3)	N/A
NOV AND MAY DEC	YES	YES	YES	YES	£150 (5)	£150 (5)	£150 (5)	N/A	N/A
SEPT AND MAR DEC	YES	YES	YES	YES	YES	YES	YES	YES (3)	N/A
CHARTER DINNERS	YES	YES	YES	N/A	N/A	N/A	N/A	N/A	N/A
US CONVENTION	YES	YES (IPDG)	N/A	N/A	N/A	N/A	N/A	N/A	N/A
INT. JAN TRAINING	YES	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
VISIT CONF. VENUE	YES	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

1 Initiative Leads include: e.g., Alignment, Chief Judge, Chief Ambassador etc.

2 Others include: Demo Teams, Trainers, Trainers' Bureau, Coaches & Struggling club support, Ambassadors, Learning Masters.

3 If presenting or delivering training only.

4 If covering for Area Director (AD).

5 Limits of £100 for conference fees, £50 for travel

1.8 Key Dates

- Expenses to be claimed within 60 days of the event they are being claimed for.
- Apart from any June expenses which must be claimed by the end of June because of the need for accrual and audit at the year end, 30th June 2017, if they are to be paid.
- 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.
- Expenses from 1st July 2016 to be claimed from Meg Heyworth, financedistrict91@gmail.com, by August 31st 2016, they will then be paid, as far as is practical, by the end of September 2016.



District 91 Finance Guide 2016

1.9 Policy and Protocol

Section 8.4 District Fiscal Management, section J, these *TI Rules must be followed*:-

Reimbursement by a district must be made within 60 days after receipt of an authorized reimbursement request.

Reimbursement requests must be made within 60 days of incurring the expense and by July 31 for expenses

incurred in June. Expense Claim forms available from: <http://d91.toastmasters.org.uk/district-finances/>