

DISTRICT 91 FINANCE GUIDE

2018/19

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1. WHERE DOES THE MONEY COME FROM?

25% of membership dues paid to Toastmasters International are 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.



"This is part of a larger effort to do something bigger."

2. BASIC BUDGET FOR DIVISIONS AND AREAS

Within the District budget, provision has been made for Division Directors – £500 each, and Area Directors – £300 each.

This allocation must be spent on 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
6. Parking while attending District meetings and District Officer Training

3.1. Travel Expenses

- ▶ If travelling by car, the mileage rate is 30p per mile. Claims must be supported with 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, Division Director, or District Leaders handing out awards, supporting clubs 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 & Officer Pins for new clubs

The costs of a new club banner, stand, set of officer pins customs and shipping will be paid for by the District for Clubs chartering between 1 July 2018 and 30 June 2019. Stands must be sourced in the UK, e.g. from [here](#).

Clubs should make the purchase, keep a copy of the Toastmasters e-mail receipt and ask their Area Director to refund them via bank transfer. The relevant Area Director can then reclaim the cost of the purchase via the Concur expense system attaching the copy of the Toastmasters e-mail receipt.

3.4. Contribution towards Division contests venue hire

The District will make a £300 contribution towards the cost of hiring venues for Division Contests for those that are unable to secure free venues. It is additionally recommended that participants be charged a fee 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 May

A contribution of **up to** £100 towards the cost of the conference ticket is available if one attends both the District Executive Committee Meeting and the District Council Meeting held the evening before.

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 leadership training
- ▶ Member training e.g. through new members workshops or themed workshops organised by Area and or Division Directors.
- ▶ 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 where possible.
- ▶ Envelopes and postage
- ▶ Paper, pens and signage
- ▶ Plaques, pins, certificates to recognise achievements of clubs or members
- ▶ Travel costs for special Toastmasters speaking guests
- ▶ Venue hire and refreshments
- ▶ Advertising in the newspapers, magazines or on radio
- ▶ Hire of a booth or space 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. Branded templates for club marketing materials are [available via our partnership with Helloprint](#).

Note: Marketing materials must be available to all clubs in an Area/Division and not just to a single club.

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 fee
- ▶ Club-specific costs, member dues or charter fees
- ▶ Speechcraft, Youth Leadership Program, 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. DISTRICT LEVEL INCENTIVES

Several times a year, the District will run incentives where clubs can reclaim money from the District for purchasing supplies or special celebration events. As adding every single club into the Concur expense system is impractical, Clubs will reclaim money from the District via their Area or Division Director, using the following procedure:

1. Clubs achieving the requirements of the incentive will be contacted by a District 'Trio' Member via e-mail.
2. The clubs purchase what they are entitled to claim in line with the incentive.
3. The club sends a copy of the VAT receipt/invoice to their Area/Division Director.
4. The Area/Division Director refunds the club via bank transfer from their own account.
5. The Area/Division Director reclaims the money sent to the club via the Concur expense system.

Note: It is possible to complete step 5 before step 4 if you are short of cash.

8. EXCEPTIONS

Except for where prohibited by Toastmasters International regulations, any exceptional circumstances leading to the variation of this policy must be authorised by the District Director.

9. USING THE CONCUR EXPENSE SYSTEM

9.1. Setting yourself on Concur

1. To log into Concur, go to: www.concursolutions.com
2. Your User ID is based on your Toastmasters member ID as follows:
memberID@toastmasters.org
3. Your User ID has to be 8 digits, if not – add digit 0 at the beginning e.g. if member ID is 1234567, the login will be 01234567@toastmasters.org
4. Everyone's initial password is 'welcome', and upon first login, there will be a prompt to change your password.
5. Once in the system
 - i) Go to Profile (top right hand corner)
 - ii) Click on Profile Settings

You will see a menu on the left hand-side

- a) Personal/Company/Contact Information /Email addresses
 - Check that your name has been captured in full.
 - Enter your phone number (for test transaction – Finance Manager used Mobile Number for work, home and mobile fields). Even though the message says you must specify either a work or home phone – both fields are required.
 - Check that your e-mail address was entered correctly. If not, edit by clicking on the pencil to the right hand side of that field.
 - Don't fill in anything under Travel Preferences/ Hotel Preferences/ Car rentals/Passports/ Credit Cards etc
 - Save
 - Error messages are likely to arise from not having filled in required fields
- b) Expense Settings
 - Bank information is the key field here.
 - Input details in all boxes with a red line
 - You will need to put a Building Number or Road or Building Name.
 - Tick to agree with the conditions on that page
 - Save
 - If you click on "Expense Approvers" – you will see the two people who will authorise your expense.
- c) System Settings
 - Change the Date Format to dd/mm/yyyy – more intuitive for UK use
 - Save

Note that it will take between 1-3 days for your bank account to be verified.

Right at the bottom of the screen under "Account History" there should be a message which shows the last xxxx and the last 4 digits of your account number. Once your account is verified it will show:

Active: Yes, Activity: Confirmed, Description: The account is eligible to receive payments

9.2. Submitting a Concur expense claim

1. First – scan all the receipts/invoices/save googlemaps for mileage claims

Note: For best results, scan images in black & white with a resolution of 300 DPI or lower and save in .png, .jpg, .jpeg, .pdf, .html, .tif or .tiff file formats for upload, there is a 5 MB limit per file.

If you have more than 1 receipt – create a folder on your desktop and label it. D91Mar2018Concur – for example and save all your scans into this folder.

2. FOR EXPENSES > £350 – pre-approvals should have been obtained for these expenses. Print the e-mail approval to PDF or where a Microsoft Word preapproval was obtained – again print to PDF. Attach the preapproval to the relevant expense line in Concur together with the bill/invoice.
3. Go to the Expense Tab at the top of the screen. Click anywhere inside the red box that says Create New Report
4. Report name = what you call it. E.g. your initials followed by D91MonthYear e.g. BZD91Mar2018
5. Policy – prepopulated. It implies that you are claiming within the District's Expense Policy.
6. Date = date you are raising the claim
7. Comment – any notes about your claim, for most straight-forward claims e.g. room hire, mileage etc, leave blank
8. Click Next
9. Click +New Expense tab (top left hand side)
10. Expense type = select the expense type from the list on the screen e.g. food, mileage, room rental **PLEASE DO NOT USE** 'Other 7068', 'Cash Advance/Petty Cash 3010' and 'Personal Expense 3710-000000'. For 2018-19, Meal Events 7016 is only used by the PQD for conference expenses.
11. Selecting an Expense Type will open up a window for you to input:
 - Transaction date = date of invoice
 - Business purpose = type in a short description to say what the expense was for
 - Payment Type = Cash/Out of Pocket
 - Amount (Always GBP, if it was a foreign transaction enter the GBP equivalent)
 - Reporting Code. You will most likely use these codes: 510 Membership Growth, 702 Training Club Officers, 957 Travel (Area Director), 958 Travel (Division Director).
 - Scroll down the list of Reporting Codes to familiarise yourselves with the options. It is important that these are accurate – otherwise the accounting figures will be meaningless.
 - For conference related expenses (reporting code 150) Event Period = the month and year of the conference. So when claiming for the May 2019 conference Event Period = 2019-05.

- For other expenses Event Period = N/A
- Subsidiary = Select as appropriate.

For Area Directors and Division Directors – subsidiary will be Area or Division even if it's for expenses outside of your budget allocation.

For DLT, choose District and for Trio, International Travel or Mid-Year Training as appropriate

- Attach receipt/invoice/ google map/ train ticket etc
- Save and then if you have another expense to claim click on the “new expense” button again

Expense Reports can have multiple expenses within the same report, so you do not need to submit one report per expense. Please add as many expenses to each report as needed.

Special Note for Mileage Expenses

Please put the total amount that you are requesting to be reimbursed, and then within the comment section, please enter a description, the rate and how you made your calculation. E.g if you are requesting £30. This is based on the calculation of 100 miles were traveled at 30p per mile – thus £30.00. Without the details required above, your expense claim may be sent back for revisions

Add the “From location” and “To Location” and upload a Google map (or like service) as your receipt – just like we do with the current system.

Special Note for Food (7078)

If you are claiming for food, Concur will ask you to enter the names of everyone covered by the food bill. I have checked with HQ and they are happy for you to put a comment (e.g. refreshments for 20 COT attendees)

When you have finished submitting all your expenses and evidence, press the submit button. You will receive notifications as your expense is approved through the various stages.