



D91 FINANCE GUIDE

Updated: 1st September 2023
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DISTRICT 91 FINANCE GUIDE

2023/24

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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.



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

2. GENERAL PRINCIPLES

Please follow the following principles when claiming expenses:

- All expense claims must have **receipts** or **invoices** describing the cost incurred. A credit card or bank statement snapshot showing the amount spent is not an acceptable supporting document.
- Mileage claims must have a map, journey details and purpose of journey to be accepted.
- Please use the correct **reporting** and **expense codes** when claiming expenses on Concur.
- **All expenses MUST be claimed within 30 days.**

3. SPECIFIC EXPENSES

3.1. Travel Expenses

Some travel expenses are refunded when attending **Official Toastmasters Business**.

- The mileage rate is **40 p per mile**. Claims must be supported with a map of journey details to be reimbursed.
- Parking fee might be reimbursed. However, if the car journey exceeds the reasonable travel route that could be made by public transport - your claim might be rejected
- Congestion charge as well as Ultra Low Emission Zones (ULEZs) aren't refunded
- 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 visits to give out awards, official club visits (i.e. AD reports twice a year only), supporting clubs special events such as charter celebrations, charter dinners or anniversary meetings.
- Area and Division Club Officer Training when delivering training only.
- Area and Division Contests of the Area/Division you are leading.
- District Council and District Executive Council Meetings (DEC) and District Officer Training.
- Demonstration Meetings for New Clubs only if taking part as a speaker or functionary.
- Training venues for Trainers Bureau members delivering training.
- Where travel to DEC, DOT, DLT meetings exceeds **3 or more hours** to get to the venue, the District will **fund** accommodation to enable travel the day **before** the training/meeting. *Please note that there is a cap on the accommodation reimbursement if it is booked directly. **Please speak to the Finance Manager before booking overnight accommodation, otherwise your overnight claim will not be approved.***

3.2. Perpetual trophies

The District will **ONLY** fund the purchase of trophies for **new Divisions**. 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 or club contributions for the contests.

Please see section 9.3 for the appropriate codes and how to claim.

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 to Clubs chartering within the current Toastmasters Year. Stands must be paid for by the club itself.

Clubs should make the banner purchase, keep a copy of the Toastmasters email 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 email receipt. The district will supply the Club Officer Pin badges.

3.4. Attendance at District Conference in May

District leaders can reclaim **up to £100** towards the cost of attending the District Council Meeting and District Conference ticket only plus travel expenses **excluding accommodation**, assuming they register and attend the District Council meeting

3.5. Subsistence allowance while on District business

Where a member of the District Executive Committee is undertaking **Official Toastmasters Business** that requires them to be absent from home for more than 12 hours, they may claim **up**

to £20 as reimbursement for food and drink for each day of absence. This does not apply where catering is provided, such as District Officer Training events and District Conferences for example.

4. AREA BUDGETS & EXPENSES

Each **Area Director has an allowance of up to £250** to spend during the Toastmasters year on supporting clubs within his/her Area. This allowance can be increased on a case-by-case basis and a pre-approval must be requested before confirming the activity. This allowance can be spent on the following:

- Venue hire and limited refreshments for Club Officer Training or educational workshops.
- Printing and copying training materials. Free digital materials must be used where possible.
- Venue hire for special educational events or Area-wide mega meetings.
- Plaques, pins, certificates to recognise achievements of clubs or members.
- Advertising in the newspapers, magazines or on radio.
- Hire a booth or space at a 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.

Note: Marketing materials must be available to all clubs in an Area/Division and not just to a single club. To avoid wastage, only give Area-bought materials to the clubs that want them.

5. DIVISION BUDGETS & EXPENSES

Each **Division Director has an allowance of up to £750** to spend on supporting clubs within his/her Division. **Every expense above £350 must be pre-approved by the District Director and the Program Quality Director.** This allowance can be spent on the following:

- Venue hire for special educational events (> 4 hours).
- Venue hire for Division conferences. Ideally these events should be ticketed

Venue hire and catering costs for Toastmasters Leadership Institutes (TLIs) will be borne directly by the District and **limited to £400 per Division per year.**

Note: We strongly recommend that Division conferences be **ticketed events** that cover their own costs. This enables day-long events with educational workshops, keynotes and a Hall of Fame to be organised.

6. SPECIFIC COSTS NOT CLAIMABLE

- Area contest costs are **not** claimable. Area Directors are advised to use one of the following options:
 1. Encourage clubs to take turns hosting the area contests.
 2. Hire a venue and divide the 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.

- Area Budgets must **not** be used to fund:
 1. Subscriptions such as Meet-Up, Zoom, etc.
 2. Club-specific costs, member dues or charter fees.
 3. Speechcraft, Youth Leadership Program, materials and any related costs.
 4. Member entertainment events – social events should cover their costs from attendees.
 5. Speakers’ fees.
 6. Car rental, taxis (Unless a DEC/DOT venue is far from a station).
 7. Room service and charges relating to personal use.
 8. Costs already covered by prepaid travel cards for personal use (e.g. season tickets).
 9. Duplicate claim on shared hotel rooms or journeys.
 10. Postage for delivery of items (Trophies, Hall of Fame Awards, Pins, etc.) to a location outside the District will not be covered. When the recipient is overseas/outside District 91, the item should be delivered to the Club the member is affiliated to, in District 91.
 11. Social events (including but not limited to Gala Dinners, Hall of Fame, social drinks, networking)

Also note that Toastmasters International has a set of protocols and guidelines which MUST be followed when it comes to finance and claiming expenses. For example, here is an excerpt from the TMI site:

“Cash and cash equivalents, including but not limited to non-Toastmasters gift certificates, gift cards, or any other stored-value products, are not permitted.”

The following examples are representative of non-routine expenses, but are not all-inclusive.

Category	Limit
Tokens of Appreciation	<ul style="list-style-type: none"> • Thank You cards • Flowers up to \$25 USD • Toastmasters gift certificates • Toastmasters products • Gifts up to \$25 USD
Expressions of Sympathy	<ul style="list-style-type: none"> • Sympathy cards • Flowers up to \$25 USD
Incentives	<ul style="list-style-type: none"> • Toastmasters products • Toastmasters gift certificates • Registration (i.e. Conference, TLI)

Please review Toastmasters International District Finance Protocols (In particular 8.4) here: [Leadership Central / Resources / Governing Documents](#)

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, only Treasurers of winning clubs will be given a Concur

UserID. Clubs can reclaim money from the District via the Club Treasurer, or via their Area or Division Director, using one of the following procedures:

a. Claiming indirectly via District Officer (e.g. Area or Division Director)

- i. Clubs achieving the requirements of the incentive will be contacted by a District 'Trio' Member via email.
- ii. The clubs purchase what they are entitled to claim in line with the incentive.
- iii. The club sends a copy of the receipt/invoice to their Area/Division Director.
- iv. The Area/Division Director refunds the club via bank transfer from their personal account.
- v. The Area/Division Director reclaims the money sent to the club via the Concur expense system.

Note: Discretion is left to the Area/Division Director if they prefer Step v. before Step iv.

b. Claiming directly with Concur by Treasurer of winning Clubs

- i. Please review the [Concur Expenses](#) section to understand how to get reimbursed.

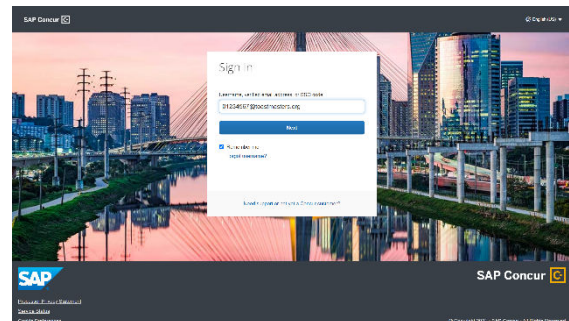
8. EXCEPTIONS

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

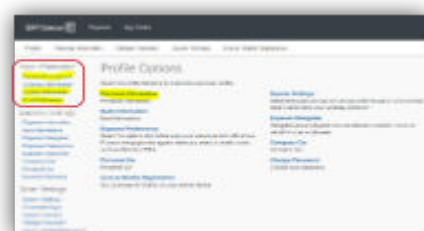
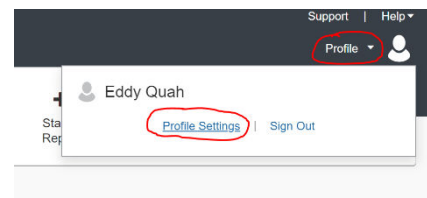
9.1. Setting yourself on Concur

- 1. To log in, 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; for example if your member ID is 1234567, the login id will be 01234567@toastmasters.org



This is your membership number and not the club number.

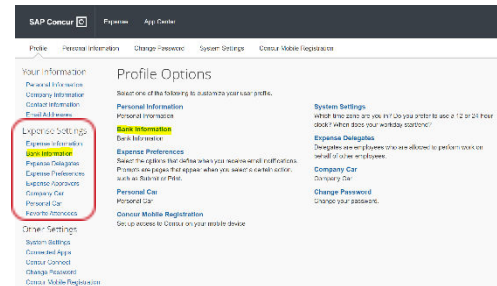
- 4. Everyone's initial password is 'welcome', and upon first login, there will be a prompt to change your password.
 - A. Once in the system, click on Profile (top right-hand corner) and then click on Profile Settings
 - B. You will then see a menu on the left hand-side with 3 sections of a) **Your Information**, b) **Expense Settings**, and c) **Other Settings**.



- i. This section captures your Personal / Company / Contact Information / Email Address Information
- ii. Check your name, enter your *Title*
- iii. For Contact Information, enter your *Mobile Phone Country/Region*, and your *Mobile Phone number*
- iv. Verify that your e-mail address was entered correctly. If not, edit it. You can add further emails and just need to follow the instructions to verify it.
- v. Please remember to click “Save” to save any changes you made.

b) Expense Settings

- i. On the Expense Settings Section, the key option is Bank Information
- ii. Use this option to provide you bank details for expense reimbursements
- iii. Input details in all boxes marked with a red line.
- iv. You will also need to fill in data for *Building Number and Road or Building Name*
- v. Tick on “I authorise ...”
- vi. And Save your input.
- vii. Note that it will take between 1-3 days for your bank account to be verified.
- viii. Once your account is verified, the section at the bottom will show:



Account History

Bank Account Num...	Active	Activity	Description	Last Changed	Changed By
xxxx2063	Yes	Confirmed	The account is eligible to receive payments.	18/05/2023 9:23	Slavina, Valerija

c) Other Settings

- i. Go to Systems Settings option to update the *Default Language* for your account. This changes the *Date Format* and *Time zone* automatically.
- ii. If not, just go to the *Date Format* and *Timezone* fields to amend it for your UK use.
- iii. Once complete, click on Save to keep your amendments.

9.2. Submitting a Concur expense claim

1. In submitting an expense claim, remember to prepare ahead.
 - a) Mileage Claims: Scan all the receipts/invoices/save google maps 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**.

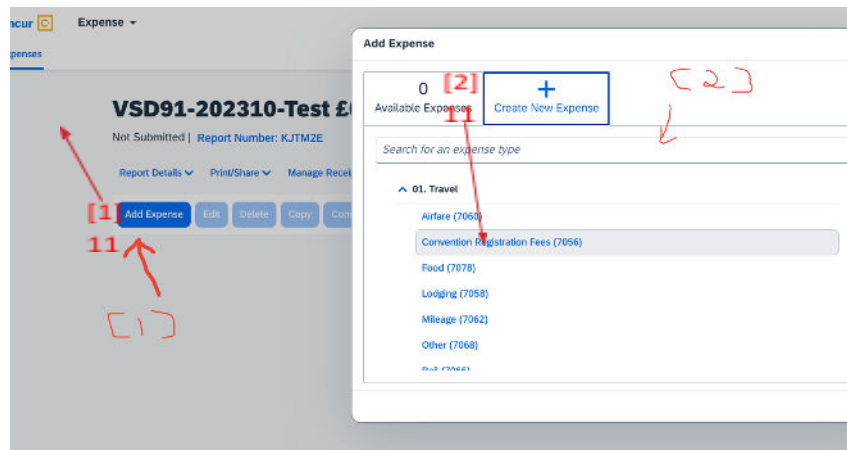
- b) **FOR EXPENSES > £350** – pre-approvals **MUST** be obtained prior to spending.
 - i. Print the e-mail approval to PDF or where a Microsoft Word pre-approval was obtained – again print to PDF.
 - ii. Attach the pre-approval to the relevant expense line in Concur together with the bill/invoice.
- c) **If an Incentive claim is made using the Incentive Claim Voucher, remember to send an email to finance@d91toastmasters.org.uk clarifying how the Incentive Cash is to be spent.** If appropriate and in line with Toastmasters Policy, approval will be given and the email approval needs to be pdf'ed and attached as an attachment together with the Incentive Claim Voucher and the receipt to support the reimbursement which is claimed in advance of the spending.

- 2. Click on the **Start a report** Tab at the top of the screen
- 3. Next, enter a Report Name on your claims. Please use this naming convention for your claim's submission. Report is named with your initials followed by **"D91-YYYYMM-Comments"** e.g. VSD91-202307-Mileage.



- 4. Enter the Report Date (date you incurred the expense) and Comments (any notes about your claim to provide clarity which can help hasten the approval process).
- 5. Click **Next >>** at the bottom right-hand corner of the screen.

- 6. Click on the option **+Add Expense** tab (marked [1] in the picture)

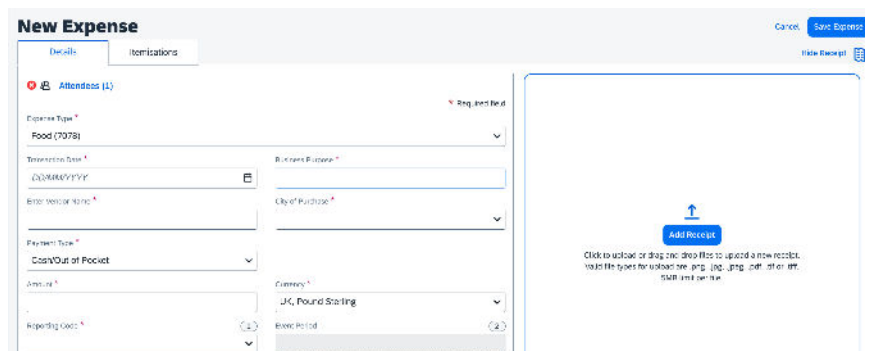


- 7. Next select the Expense Type from the displayed options (marked [2] in the picture)
- 8. List of Common Expense Codes are shown in

[Section 9.3](#) of this

Finance Guide. Usage of other codes may result in the rejection / delay of your claim approval.

- 9. Selecting an Expense Type will open a window for you to input:



- a) *Transaction Date*: Invoice Date
- b) *Business Purpose*: Enter a short description to say what the expense was for (**Ensure that description is clear when it is related to District 91 award**)
- c) *City of Purchase*: Where the transaction took place
- d) *Payment Type*: Cash/Out of Pocket
- e) *Amount*: Enter in GBP (If spend is in a foreign transaction, please enter the GBP equivalent)
- f) *Reporting Code*: Common codes used are - 582 (Membership Growth); 702 (Training Club Officers); 957 (Travel - Division Director); and 958 (Travel – Area Director). Scroll down the list of Reporting Codes to familiarise yourselves with the options. It is important that these are accurate, otherwise the financials will be reported in the wrong Chart-of-Accounts.
- g) *Event Period*: When year crosses over, it is important that the Event Period is correctly entered to ensure cost is accounted for the correct period, especially for May Conference (Reporting Code 150 – Conference) related expenses.
- h) *Subsidiary*: Select as appropriate.
 - i. For Area Directors and Division Directors – subsidiaries will be Area or Division even if it's for expenses outside of your budget allocation.
 - ii. For DLT, choose District and for Trio, International Travel or Mid-Year Training as appropriate
- h) *Comment*: Enter Area Code or Club Name.
- i) Attach receipt/invoice/ google map/ train ticket, etc
- j) Save and then if you have another expense to claim, click on the “new expense” button again

10. 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.

11. Mileage Expenses

In addition to above, please enter the total *Amount* for reimbursement, *Number of Miles* travelled and *Comment* detailing your calculation. The mileage rate is **40p per mile**. Ensure the mileage is aligned to the enclosed map, and do **not** round up the mileage.

- a) Without the required details, your expense claim will be returned for revisions.
- b) Remember to indicate your *From Location* and *To Location*, and an upload of your Google map (or service) as your receipt.

- c) When you have finished submitting all your expenses and supporting documents, click on Submit. You will receive notification as your claim goes through the various approval stages.

12. Foreign Exchange

When submitting expenses with foreign exchange considerations there are two options.

- The first is to submit in the currency or purchase and then adjust the conversion rate to match the GBP currency. This can be done by looking at your credit card or debit card statement (e.g. GBP Amount / Foreign Currency Amount).
- The second option is to just submit the claim in the base (GBP) currency and provide supporting documentation for both the foreign transaction order/purchase and your banking statement.

9.3. List of Common Expenses Codes

Please use the following codes when submitting expenses. It is very important that correct codes are used so that the actual expenditure is mapped against budgeted expenditures.

Expense Categories	Reporting Code	Expense Type	District	Division	Area	Club
Travel	957 – Division Director	7062 – Driving: Mileage		X		
	958 – Area Director	7066 – Public Transport: Rail	X		X	
TLI Room hire	706 – ET TLI	7064 – Taxis/Shuttle				
TLI Catering		7014 – Room Rental - Event	X	X		
COT Room hire	702 – ET Training Club Officers	7016 – Meal Events	X	X		
COT Refreshments		7014 – Room Rental - Event			X	
Division Venue Hire for Educational Events	70x – ET - Other Expenses	7016 – Meal Events			X	
Marketing Materials	582 – Membership Growth	7014 – Room Rental - Event		X		
New Club Banners & Pins	580 – Club Growth – Building New Clubs	7008 - Promotional Materials	X	X	X	
Perpetual Trophies	802 – Speech Contest (Division)	7004 – Badges & Pins	X			X
Conference Attendance	705 – ET Other	7008 – Promotional Materials (Banners)				
1-10 -100 Awards	582 – Club Growth – Membership Growth	7010 – Awards (Trophies, Plaques, etc.)		X		
		7082 – Incentives	X	X	X	
		7082 – Incentives				X

Expense Categories	Reporting Code	Expense Type	District	Division	Area	Club
Beat The Clock	582 – Club Growth – Membership Growth	7082 – Incentives				X
Net-4 or Net-8 Growth Awards	582 – Club Growth – Membership Growth	7082 – Incentives				X
Talk-Up Toastmasters	582 – Club Growth – Membership Growth	7082 – Incentives				X
Other Incentives	570~574 – Recognition 580~585 – Club Growth	7082 – Incentives	X			X

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"The bad news is we have to cut costs. The good news is we're doing it with those fun scrapbooking scissors."