

District Finance

Objective, Best Practices and Budget 2021-22

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District Finance Manager (2021-22)

District 20 – Bahrain & Kuwait

Toastmasters International



District Finance

Objective for 2021-22

- Align financial budget and strategies to the District Mission
- Adhere to policy and protocol 8.4 governing District Fiscal Management
- Ensure that District funds are protected and used to carry out TI and District missions.
- Work in supervision of District Director and coordinate with District Office to ensure optimum utilization of district funds.
- Provide for Division, Areas and Clubs needs for district support and assist them to fulfil their individual objectives.



District Finance Best Practices

- Any expenses above \$500/ require prior approval of District Director
- Email scanned copies of reimbursement voucher and supporting documents to DFM within 1 months of actual spend for accounting and speedy payout.
- Prior approval of District Director for delay beyond 1 month
- Prepare a budget in line with overall objectives of the district and TI.
- Refer the budget prior to incurring any major expenditure



District Finance Best Practices

District Funds may be used for

- ✓ District, Area and Club leader training
- ✓ Club growth and retention
- ✓ Supporting Clubs in membership growth efforts
- ✓ Promotion of Toastmaster's Educational programs
- ✓ Travel and Communications,
- ✓ Supplies, Awards, Meetings, and Speech contests

District Funds shall not be used for

- × Meeting outside the District
- × Membership and Club dues or Charter fees
- × Donation to any charitable fund
- × Personal expenses, travel within the country
- × Acceptable expense but at excessively high cost

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District Finance Revenue

- **Membership fees** - 25 % of membership dues that World HQ receives from clubs within the district
- Any other revenue through activities according to the policy and protocol
- The budgeted topline for the year is **USD 57,269**



District Finance Expenditure



- District and club officers training
- Club building and rescue
- Membership growth
- Promotion of educational programs within club
- Communication within district - including district newsletter/website
- Administrative supplies and district management materials
- Awards and recognition
- District officer travel to officially recognized conferences
- District conferences, other district meetings and speech contests



DISTRICT 20

District Finance

Draft Budget 2021-22

TOASTMASTERS
INTERNATIONAL *Since*
1924

Amt in USD

Expense Category	Budgeted Amount	% of total budget	Max Limit
Education and Training	6,100	10%	15%
Marketing Outside Toastmasters	3,500	6%	10%
Club Growth	8,000	14%	15%
Public Relations	5,100	9%	10%
Recognition	9,400	16%	20%
Travel	6,325	11%	25%
Lodging	5,625	10%	15%
Food and Meals	5,895	10%	15%
Speech Contest	2,750	5%	5%
Administration	3,365	6%	10%
TI Admin Allocation	2,466	4%	
TOTAL	58,526	100%	



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DFM – TM Shabbir Kutbuddin

9 DIVISIONS | 37 AREAS



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