

**DISTRICT 20**

**TOASTMASTERS**  
INTERNATIONAL | *Since*  
1924

# District Finance Report 2021-22

**Shabbir Kutbuddin**  
District 20 Finance Manager

     [district20toastmasters](#)

9 DIVISIONS | 37 AREAS



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- **Mid Term Audit** for 2021-22 submitted to TI.
- Secured support from TI for the **past term dues**.
- **Reimbursement of current year's** contest & other expenses ongoing.
- **Current year budget** on track with district plan. Funds received on time.
- **Guidelines issued to DTAC** team for management of finance.



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- Mid Year Audit certified by District Audit Team submitted to TI
- As per TI guidelines, District to submit half-year audit by February 2022
- Past year audit pending, opening balances not reconciled delayed the process.
- With support from TI Finance and Audit Chair, cleared certain differences to progress mid-year audit



- Secured payment from TI to reimburse past term dues.
- Payments to past members underway.
- Appreciate members support and patience for payment of current year expenses.
- Deadline for claiming current year contest expense (Area and Division) is **28 May 2022**.



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INTERNATIONAL Since 1924

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القطاع 20

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ATTENTION DISTRICT EXCOM MEMBERS

LAST DATE FOR RECEIVING CONTEST  
REIMBURSEMENT IS **28TH MAY 2022**

تنويه لأعضاء الهيئة التنفيذية للقطاع  
آخر موعد لاستلام مطالبات مصروفات المسابقات  
**28 مايو 2022**

28TH  
MAY

REIMBURSEMENT  
DEADLINE

28  
مايو

الموعد النهائي لاستلام  
مطالبات مصروفات  
المسابقات

CLAIM YOUR CONTEST  
REIMBURSEMENT BEFORE  
THE DEADLINE

district20toastmasters



DISTRICT 20  
ANNOUNCEMENT

يرجى المطالبة بمصروفات المسابقات  
قبل هذا التاريخ النهائي

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القطاع 20  
إعلان

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# Budget utilization

Budget Areas	Utilization expected
Education and Training	62%
Marketing Outside Toastmasters	68%
Club Growth	68%
Public Relations	40%
Recognition	71%
Travel	76%
Lodging	80%
Refreshments	55%
Administration	48%

**Considering the amount budgeted and funds received,  
Overall budget utilization expected by end of the term**

**71%**



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Budget Areas	Expected \$	Major Expenses
Education and Training	3,750	PQD Awards
Marketing Outside Toastmasters	3,000	Marketing in social media
Club Growth	4,250	CGD Awards
Public Relations	3,500	PRM Awards
Recognition	8,500	Area and Division contests
Travel	4,500	District Office travel
Lodging	3,000	District Office hotel
Refreshments	1,750	At District Events
Administration	2,250	MailChimp, Zoom, Website
<b>TOTAL</b>	<b>34,500</b>	



- **Funds collected** towards conference fees and sponsorship to be deposited in the district account. Any losses incurred will not be borne by the District. Any surpluses will be deposited into the District's account.
- **Budget** for DTAC is prepared and DTAC Finance should maintain details and **adequate documentation** of the utilization of funds.
- Ensure the **funds are utilized in the best way** to obtain services and material providing value for money. The **propriety standards** should be maintained.
- Ensure the **proper contract** is done with vendors for major services such as event management companies, hotels, rentals, etc. Consider **obtaining multiple quotes** for services and material before finalizing a vendor





# Plan for the balance period

- Complete book closure as per TI timelines
- Ensure certification of annual audit on time
- Expedite disbursement of current term expenses. Minimize accruals for next year.
- Facilitate smooth handover to next term



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