



# District Financial Management Tools

<b>Tool</b>	<b>Definition</b>	<b>Date Due to World Headquarters</b>
District Signature Form	District leaders indicate all bank accounts and the signatories on each account	July 15
Fixed Asset Template	Document used to record fixed assets on hand on June 30	August 31
Accrual Template	A document used by districts to record bills for services and merchandise received by December 31 and June 30, but not yet recorded in the district accounting system, when Mid-year and Year-end audit reports are finalized	August 31 and February 15
Year-end Audit Report	The June profit and loss statement accompanied by a certification page signed by the district director, finance manager, and three audit committee members	August 31
Supporting documents	Any documents that corroborate a transaction in the district accounting system	August 31 and February 15

<b>Tool</b>	<b>Definition</b>	<b>Date Due to World Headquarters</b>
District budget	A district's financial plan in terms of expected revenue and expenses	September 30
Quarter 1 Profit and Loss Statement	The September profit and loss statement accompanied by a certification page signed by the district director and finance manager	October 31
Inventory Template	A Toastmasters document used by districts to record inventory on hand on December 31	February 15
Mid-year Audit Report	The December profit and loss statement accompanied by a certification page signed by the district director, finance manager, and three audit committee members	February 15
Quarter 3 Profit and Loss Statement	The March profit and loss statement accompanied by a certification page signed by the district director and finance manager	April 30



## 2015 District Finance Webinar Questions

- How do you calculate the annual estimated membership revenue?
  - The estimated membership revenue is calculated based on previous year's growth. This will be sent at a later date to populate the budget with.
- Is a Google or similar map, required for mileage reimbursement?
  - A Google or similar map is preferred, but anything listing a starting point, directions, an ending point, and mileage for the trip is acceptable.
- For the Accrual template, are the incentives promised by the outgoing leadership team okay to include?
  - If this is an incentive that has yet to be purchased and entered into the district accounting system, then it should be included into the Accrual Template. With this in mind, the amount should be a known amount and is 100% going to be redeemed.
- If there are no fixed assets over \$500, do we need to submit a blank form?
  - Yes, a blank signed form will need to be submitted to the District Finance team by August 31.
- Our district council meeting is on Nov 7 but the budget needs to be submitted by Sep 30. What can i do?
  - A budget will still have to be submitted to World Headquarters by September 30. If the budget is updated or changed due to the DEC meeting on November 7<sup>th</sup>, an amended version of the budget can be submitted at that time. December 31<sup>st</sup> is the last day to make any changes to a submitted budget.
- When will Districts receive the 2015-2016 budget template from World Headquarters?
  - Once June is completed and the projected membership revenue is calculated for 2015-2016, a final budget template will be sent out. For a template to use for the time being, please contact District Finance.
- When can district directors order supplies using their reserve account?
  - You can currently use the District Reserve to place district orders; pending proper submissions have taken place.
- What if some items haven't been submitted on July 15 due to some constraints?
  - Please reach out to the District Finance team. We are more than willing to help out and work with you to get everything submitted. We understand that sometimes things come up, it may be hard to all meet at times, or the bank is difficult to work with.