

FY 2017- 2018 Division Budget Guidance

To: Executive Steering Committee

From: District Director, Finance Manager

Date: August 2017

District 36 Toastmasters will provide each division director a \$1,000 budget to promote the missions of Toastmasters and the district. These funds should be used to support club and membership growth and retention and to educate clubs and members. Divisional expenses incurred are expected to fall under the Marketing or Education and Training Reporting Codes. Expenses that fall outside these Reporting Codes should first be discussed with the district director, program quality director, and/or club growth director (*i.e.*, district trio). Below are sample expenses by reporting code and expense type that may be incurred using the division budget:

Marketing		
<u>Reporting Code</u> <u>(Sub-Category)</u>	<u>Expense Type</u>	<u>Sample Expenses</u>
Building New Clubs Membership Growth Recognition	Advertisements Awards Badges and Pins Educational materials Food Gifts and Thank Yous Printing Promotional materials Photocopying Supplies	Advertisement for a division contest Trophy for Area Toastmaster of the Year Badge for earning an educational award TI materials for building clubs, educating new members Refreshments for division networking event Starbucks gift card for assisting with division networking event Printing of event programs, achievement certificates TI promotional materials for a division open house Materials for club, area, and division events Folders for welcome kits

Education and Training		
<u>Reporting Code</u> <u>(Sub-Category)</u>	<u>Expense Types</u>	<u>Sample Expenses</u>
Distinguished Clubs Areas & Divisions Training Club Officers Division and Area Governors	Advertisements Awards Badges and Pins Educational materials Food Gifts and Thank Yous Printing Promotional materials Photocopying Supplies	Advertisement for club earning Select Distinguished award Plaque for club earning Perfect Ten Pin for member earning DTM TI materials to support for Moments of Truth presentation Refreshments for division speech debate event Target gift card for assisting with division speech debate event Meeting materials for club, area, division events TI promotional materials for a club, area, or division training Materials for area and division meetings Recognition ribbons

Expenses will **not** be reimbursed for the following items:

- Items purchased that duplicate awards granted under the FY18 Incentive Program [*e.g.*, advanced manuals to members earning an ACB for the first time, *etc.*], except for club open houses
- Membership dues or speechcraft payments
- Reimbursements for area or division speech contest expenses or losses
- Meals at restaurants (Note: Refreshments for division council meetings may be reimbursed; meals at restaurant's may not be reimbursed)
- TLI or district conference expenses
- Travel

Note: Per TI policy, tokens of appreciate are **limited to \$25** per person.

It is suggested, but not required, to prepare a draft budget to be reviewed by the district trio and finance manager for comments and guidance. Also, all appropriate documentation and approvals must accompany reimbursements per TI policy. Visit the [Document Library](#) for more information. To assist the division directors in tracking expenses against budget, the Finance Manager will submit monthly a budget vs. actual report. Contact finance@district36.org with any questions.