

Treasurer Budget & Financial Report Instructions

FOR YEAR:

TREASURER NAME:

Welcome, Treasurer! We're glad you chose to serve your club in this role. You are in charge of the club finances. It's advisable to read through the Club Leader Handbook if you haven't done so already. The following will help you forecast & update your club's budget throughout the year.

1) Annual Budget Forecast

Your club has to know its incomes and expenses to it can decide what purchases are appropriate as they are presented for consideration. If you know how many members you tend to lose at renewal periods and gain throughout the year (refer to your DCP history for an estimate), use that to estimate. Otherwise you can use the suggested forecast numbers on the worksheet.

2) Renewal Reminders

I've included a renewal due tracker here, designed through trial and error to track the information you'll like want to know. You may have other ways of tracking. Use whatever works!

3) Quarterly Updates

I recommend reviewing the accuracy of the club's real financials vs. the forecast every 3 months – this happens to coincide with the periods just after renewals and mid-year elections if applicable.

4) Year-End Statement

The club must have a year-end financial statement to keep in its records indefinitely. You may format this however you want, but a worksheet version is attached.

Your executive may operate in a different way than this budget assumes – you may amend it to reflect that if you choose.

TIMELINE			
X	DATE	DESCRIPTION	TOOL
	JUL 1	Draw up annual budget forecast.	Forecast Worksheet (p. 2)
	SEP 1	Send out renewal reminders (invoices if applicable).	Renewal Tracker (p.9)
	OCT 1	Draw up quarterly budget review with actual renewal numbers.	Quarterly Worksheet (p.4)
	JAN 1	Draw up quarterly budget review with actual renewal numbers.	Quarterly Worksheet (p.5)
	MAR 1	Send out renewal reminders (invoices if applicable).	Renewal Tracker (p.10)
	APR 1	Draw up quarterly budget review with actual renewal numbers.	Quarterly Worksheet (p.6)
	JUN 30	Draw up year-end financial statement (retained indefinitely).	Year-End Worksheet (p.7)
	EXEC	Give your Treasurer report at your executive meetings.	Report Guide (p.8)

Toastmasters July 1 Budget Forecast Worksheet

FOR YEAR: 20xx – 20xx

Amend numbers as necessary.

Opening Balance July 1			
REVENUES		JUL – DEC	JAN – JUN
Membership Dues <i>(Assume 75% Renewal Rate)</i>			
	Annual Renewals <i>(Estimate ~50% of Renewals)</i>		\$0.00
	Semi-Annual Renewals <i>(Estimate ~50% of Renewals + new mem)</i>		
	New Members <i>(Estimate 4 per Period, 6 mo)</i>		
EXPENSES		JUL – DEC	JAN – JUN
Toastmasters Renewal Fees			
	Renewing Members <i>(~\$60 per term each, add new members)</i>		
	New Members <i>(~\$100 each in sign-up term)</i>		
Ongoing Executive Budget Limits (See Eligible Purchases)			
	President		
	VP Education		
	VP Membership		
	VP PR		
	Treasurer		
	Sergeant-At-Arms		
	Secretary		
Proposed One-Time Purchases (Subject to Club Approval)			
	Equipment		
TOTAL REVENUES			
TOTAL EXPENSES			
OVERAGE OR UNDERAGE			
EXPECTED YEAR-END BALANCE			

SEE APPENDICES:

A: Exec Report Guide

B: Due Renewal Tracker

C: Member Reimbursement Tracker

Suggested Eligible Expenses Per Executive Member

Here are items I suggest you pre-approve within your executives' annual budget limit at the year start.sssssss

X	President	
	Contest Supplies	Judge & Speaker Gifts
	Meeting Refreshments	Anything from the Toastmasters.org store.
	VP Education	
	Paper & Printing (Agendas, etc.)	Recognition Items
	Special Event Refreshments	Payment to Easy-Speak
	Anything from the Toastmasters.org store.	
	VP Membership	
	Guest Package Components	New Member Package Components
	Anything from the Toastmasters.org store.	
	VP Public Relations	
	Marketing or Advertising Expense	Publicity Event Registrations
	Special Event Refreshments	Special Event Rental Fees
	Anything from the Toastmasters.org store.	
	Treasurer	
	Bank & Account Fees	Payment Processing Fees
	Financial Supplies (Cheques, Deposit Books)	Anything from the Toastmasters.org store.
	Sergeant-At-Arms	
	Room Rental	Office & Meeting Supplies
	Meeting Refreshments	Anything from the Toastmasters.org store.
	Secretary	
	Paper & Printing	Anything from the Toastmasters.org store.

Unauthorized use per Toastmaster's "Use of Club Funds" page are:

- > Pathways Educational Materials
- > Parties/Social Gatherings
- > Scholarships
- > Paying Dues for Members
- > Donation of money to causes or individuals

Quarterly Financial Review

FOR QUARTER: JUL – SEP (OCT 1), OCT – DEC (JAN 1), JAN – MAR (APR 1)

BALANCES		LAST QRTR	MOST RECENT
Bank Accounts			
	Main		
	Speech Craft		
	Gavel Club		
REVENUES		LAST QRTR	TO DATE
Membership Dues			
	Renewals		
	New		
EXPENSES		LAST QRTR	TO DATE
Toastmasters Renewal Fees			
	Renewing Members		
	New Members		
Ongoing Executive Budget Limits (See Eligible Purchases)			
	President		
	VP Education		
	VP Membership		
	VP PR		
	Treasurer		
	Sergeant-At-Arms		
	Secretary		
Proposed One-Time Purchases (Subject to Club Approval)			
TOTAL REVENUES			
TOTAL EXPENSES			
OVERAGE OR UNDERAGE			

Quarterly Financial Review

FOR QUARTER: JUL – SEP (OCT 1), OCT – DEC (JAN 1), JAN – MAR (APR 1)

BALANCES		LAST QRTR	MOST RECENT
Bank Accounts			
	Main		
	Speech Craft		
	Gavel Club		
REVENUES		LAST QRTR	TO DATE
Membership Dues			
	Renewals		
	New		
EXPENSES		LAST QRTR	TO DATE
Toastmasters Renewal Fees			
	Renewing Members		
	New Members		
Ongoing Executive Budget Limits (See Eligible Purchases)			
	President		
	VP Education		
	VP Membership		
	VP PR		
	Treasurer		
	Sergeant-At-Arms		
	Secretary		
Proposed One-Time Purchases (Subject to Club Approval)			
TOTAL REVENUES			
TOTAL EXPENSES			
OVERAGE OR UNDERAGE			

Quarterly Financial Review

FOR QUARTER: JUL – SEP (OCT 1), OCT – DEC (JAN 1), JAN – MAR (APR 1)

BALANCES		LAST QRTR	MOST RECENT
Bank Accounts			
	Main		
	Speech Craft		
	Gavel Club		
REVENUES		LAST QRTR	TO DATE
Membership Dues			
	Renewals		
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EXPENSES		LAST QRTR	TO DATE
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	Renewing Members		
	New Members		
Ongoing Executive Budget Limits (See Eligible Purchases)			
	President		
	VP Education		
	VP Membership		
	VP PR		
	Treasurer		
	Sergeant-At-Arms		
	Secretary		
Proposed One-Time Purchases (Subject to Club Approval)			
TOTAL REVENUES			
TOTAL EXPENSES			
OVERAGE OR UNDERAGE			

Toastmasters Year-End Report

FOR YEAR:

ACCOUNT BALANCES		BEGINNING	END
Bank Accounts			
ANNUAL REVENUES		PROJECTED	ACTUAL
Membership Dues			
	Renewals		
	New		
ANNUAL EXPENSES		PROJECTED	ACTUAL
Toastmasters Renewal Fees			
	Renewing Members		
	New Members		
Ongoing Executive Budget Limits (See Eligible Purchases)			
	President		
	VP Education		
	VP Membership		
	VP PR		
	Treasurer		
	Sergeant-At-Arms		
	Secretary		
Proposed One-Time Purchases (Subject to Club Approval)			
TOTAL REVENUES			
TOTAL EXPENSES			
ANNUAL OVERAGE OR UNDERAGE			

Appendix A: Treasurer Report Guide

X	Description
	Current Account Balances
	Incomes or Expenses since last meeting
	Renewal status of existing members
	New members payments all accounted for?
	Updates/occurrences with your financial institution
	Any updates from your operation as a Treasurer
	<p>Other examples of reported items as Treasurer include:</p> <ul style="list-style-type: none"> > signatures updated at the bank > erroneous account fees reimbursed > completed deposits for member dues at bank > proposal for new payment acceptance method > changes to accounting methods (new software, etc.)

APPENDIX B: MEMBER DUES TRACKER

NAME	PREF PERIOD	PREF METHOD	OCT – MAR	INV / RECEIPT?	APR – SEP	INV / RECEIPT?	OCT – MAR	INV / RECEIPT?	APR – SEP	INV / RECEIPT?	OCT – MAR	INV / RECEIPT?	APR – SEP	INV / RECEIPT?	OCT – MAR	INV / RECEIPT?	APR – SEP	INV / RECEIPT?

