

Explanation of proposed updates to the District Financial Guidelines

September 21, 2024

1. Changed Spring Convention wording to Spring “Conference” throughout.

To match wording within the Toastmasters governing documents, publications and leader information – Districts have “Conferences,” International has the “Convention.” On looking at past TI Board Meeting minutes the reference to district “conference” predates 2014.

2. Section 1 District Funds and Controls - added Club Growth Director as bank signing, and approving, authority as was neglected previously.

As per Protocol 8.4 District Fiscal Management, section 5 “The District Director, either the Program Quality Director **or Club Growth Director**, and District Finance Manager may jointly establish a single District Bank Account and **shall have signatory authority** on the account established by the District and those established on behalf of the District by Toastmasters International, including any Division, Area, and conference accounts.”

This would match how the District is currently handling the Bank Accounts.

3. Section 1 District Funds and Controls - added instructions on monthly reconciliation of Merchant Accounts, such as PayPal, Stripe, Eventbrite.

The District Finance Team (at World Headquarters) instructs Finance Managers to reconcile monthly any Merchant Accounts being used by the District – basically treat them as another form of money management that needs proper scrutiny and controls. Our District has been lax in that and are currently catching that up. It was added to the District Financial Guidelines to ensure consistency going forward.

4. Section 1 District Funds and Controls - added instructions on use of e-transfers.

This was a request from the 2023 – 24 Audit Committee to ensure e-transfers remain as an accepted tool for payments, however to take into account the potential bank fees when the number of transactions goes over 20 in any particular month. As of this writing the Bank of Montreal charges \$1.25 per transaction once over 20 per month (includes deposits, checks, etc.).

5. Section 3 Travel Outside District - added clarity to District Leader full International Convention Registration reimbursement.

This was a request from the 2023 – 24 Audit Committee to ask the District Council to clarify acceptable expense items when the District leaders attend the annual International Convention. The 2024 – 25 District Leaders provided this as an option.

6. Section 3 Travel Outside District - added “meal costs” as expense item reimbursed by District as neglected previously.

This was a request from the 2023 – 24 Audit Committee. Toastmasters Governing Documents indicate that Districts can reimburse the District Leaders for meal costs when attending certain out of District events, such as the International Convention. Our Guidelines neglected to indicate “meals” so the wording was added to support the fact that the District has been reimbursing those leaders for meals.

7. Section 4 District Spring Conference and Special Events - added clarity on wording for Spring Conference reimbursements.

This was a request from the 2023 – 24 Audit Committee. Clarified that the Spring Conference could pay the hotel costs rather than District leader first paying and having to be reimbursed later. This would match the practice that is being used.

8. Section 1 District Funds and Controls, Section 4 District Spring Conference and Special Events - added clarity to District Director responsibility to approve District level contracts, and Spring Conference contact.

The 2023 – 24 District team requested this be added to ensure the District approvals are adopted at the correct level. It falls under Protocol 7.1 District Events.

9. Section 1 District Funds and Controls - added instructions on 50/50 raffles. Added with recording sheet to be used with 50/50.

This was a request from the 2023 -24 Audit Committee. Past record keeping of 50/50 raffles has been erratic and would not stand up to an audit by Liquor, Gaming and Cannabis Authority of Manitoba. This is one step to ensure acceptable reporting.

10. Other District Events - added clarification that all funds within District Events are District funds.

This was a recommendation from the 2018 – 19 Audit Committee that hadn't been acted upon as yet. It was added to ensure that clubs, committees or other groups understood that events at the District level were, profit or loss, District funds.