

Finance Manager Report
Tim Spezia, Finance Manager
District 8

November 16, 2019

Finance Report

Finance Manager Report

- Mileage Rate Change to standard charitable rate
 - \$0.14 per mile for all reimbursable mileage starting 10/17/2019
- Budget approved and submitted to TI
- P & L listed September 30
- District Revenue revisited.
- Concur Mileage Receipts

Finance Manager Report

Profit & Loss (Actual vs. Budget Summary) (in USD)

Month Ending 09/30/2019			07/01/2019 Through 09/30/2019			
Actual	Budget	Variance		Actual	Budget	Variance
			▼ District Revenue			
12,240.30	12,616.00	(375.70)	▶ Membership Revenue	13,888.14	14,263.84	(375.70)
0.00	0.00	0.00	▶ TLI Revenue	(11.88)	0.00	(11.88)
12,240.30	12,616.00	(375.70)	Total District Revenue	13,876.26	14,263.84	(387.58)
			▼ District Expenses			
0.00	0.00	0.00	▶ Conference Expenses	75.00	0.00	75.00
874.02	0.00	874.02	▶ TLI Expenses	1,252.82	0.00	1,252.82
0.00	300.00	(300.00)	▶ Marketing Expense	(841.36)	300.00	(1,141.36)
584.14	500.00	84.14	▶ Communications & PR Expenses	1,008.88	940.00	68.88
209.71	150.00	59.71	▶ Education & Training Expense	614.32	959.00	(344.68)
0.00	0.00	0.00	▶ Speech Contest Expenses	56.55	0.00	56.55
159.51	182.66	(23.15)	▶ Administration Expenses	481.94	562.98	(81.04)
8,628.11	1,644.16	6,983.95	▶ Travel Expense	8,099.25	8,954.08	(854.83)
191.01	179.06	11.95	▶ Other Expenses	628.65	537.18	91.47
10,646.50	2,955.88	7,690.62	Total District Expenses	11,376.05	12,253.24	(877.19)
1,593.80	9,660.12	(8,066.32)	Total Net Income	2,500.21	2,010.60	489.61

Finance Manager Report

- Primary District Revenue Source Explained
- For Each district club member dues, \$22.50 is received.
 - Paid semi annually at \$11.25
- Prorated as follows:

Join Month	Amount
May or November	\$9.38
June or December	\$7.50
July or January	\$5.62
August or February	\$3.75
September or March	\$1.88

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- TI Allocation Explained
- Starting July 31, 2019 and each month thereafter, each district contributes a portion (5%) of the previous years membership income.
- Total yearly membership income divided by 12
- For District 8 TI Allocation for 2019-2020:
 - $\$43,057.68 * 5\% / 12 \text{ months} = \179.40

Source: Toastmasters International

Finance Manager Report

- Concur this year
 - Mileage Receipts
 - Place club name/number on summary page
 - Show total mileage
 - Use exact mileage figure and \$0.14 per mile
 - Reason for visit
 - District method of reimbursement
 - Submit all expenses in a timely matter. No carry over expense item past sixty days.

Finance Manager Report

- Concur this year
 - Accuracy is important
 - Finance manager is presented this dialogue

Final Confirmation ×

Approver Electronic Agreement

By clicking 'Accept' I certify that the expense report and its accompanying receipts have been reviewed and are in compliance with Company policy.

Finance Manager Report

- End of Report

See me for any questions

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