

Finance Manager – John Cox

Quarter 4 – 26.10.16

Well that's one year over and now into the new Toastmasters' year.

Many thanks to Ian Christian (Nottingham Robin Hood Speakers), Bihari Patel (Leicester Leaders Speakers) and Brendon Flint (East Midlands Speakers) for auditing the final quarter.

The year end was closed on time and all the accounts have been reconciled. The Certification and Narratives for the period have been completed and all the supporting documentation has been sent to WHQ.

We finished the year very much as planned with a deficit of €25,080.46 as against a budgeted deficit of €26,208.00. We go forward with a total available funds of €31,276.76.

Membership revenue and conference revenue was better than planned due to increased numbers but owing to the lack of returned cashboxes, speech contest revenue was lower than expected.

District expenses showed an increase in conference expenditure over budget due mainly to reflect the increase in revenue. Both conferences broke even during the year.

Marketing and PR and Communications ended the year with an underspend despite some major promotional initiatives during the year.

Education and Training and Speech Contest expenses were below the budget again because of the reduced number of returned cashboxes and the fact that those returned didn't always split out the expenses for the two activities.

Administration expenses were slightly up on budget and travel expenses were amazingly very close to what we had planned.

Going forward the 2016/2017 budget has been approved by WHQ.

ACTIONS:

Can I please remind Area and Division Directors to download and read the Financial Guidelines that are in Dropbox and to complete the Vouchers for Reimbursement and Mileage Claim Forms (also in Dropbox) accurately. My explanatory video can still be found in the D71 Webinars.

Please try and get your claims accurate and supported by receipts, Google maps and bank/credit card statements (if claiming for TI shop purchases), and please don't mix currencies.

We do need cashboxes (also in Dropbox) completed for each Division Contest/Conference and where possible split out the Income and Expenditure for any education and training element of the event.

Have a great year.