



Manage District Financial Resources

Connecting as Finance Manager

As the Finance Manager, you are tasked with the fiscal oversight and management of the district. The Finance Manager works closely with the District Director, Program Quality Director and Club Growth Director to ensure that the district is making cost-effective decisions - within policy - that result in effective fiscal management.

The Finance Manager should have knowledge of accounting and be acquainted with the handling of financial matters.

Some of your responsibilities include:

Budgeting

As the Finance Manager, it is your job to develop, plan, and recommend a program for using District financial resources.

This includes assisting the District Director in developing a realistic budget based upon the goals of the district.

As Finance Manager, you also record, monitor, forecast, and evaluate the district's financial performance.

The Finance Manager is responsible for the requisition, receipt, and disbursement of District funds.

Profit and Loss Statements

Each month, the Finance Manager is responsible for recording revenues and expenses in the district accounting system; the Finance Manager is also responsible for reconciling District, Division, Area, and conference bank accounts. In addition to these duties, the Finance Manager submits the Profit and Loss Statement to the following groups during the time frames specified below:

- District Directors, Program Quality Directors, and Club Growth Directors: monthly
- World Headquarters, District Executive Committee, and District Council: quarterly
- District Audit Committee: semi-annually

When the Profit and Loss Statement is submitted to the District Audit Committee, the Finance Manager must also submit all financial information and records. This allows the Committee to review financial results and perform the Mid-year or Year-end audits.

District Assets

As Finance Manager, it is your responsibility to account for all District fixed assets and inventory

Resource

District Finance

<https://www.toastmasters.org/leadership-central/district-leader-tools/district-management/district-finance>

Finance Documents and Forms

<https://www.toastmasters.org/leadership-central/district-leader-tools/district-management/district-finance>



“Risk comes from not knowing what you are doing.”

Warren Buffett