



Eight Steps to a Budget

Toastmasters International and its districts **must never violate California Charitable Trust Act**. Regardless of where your district is, **a diversion of charitable trust funds puts the entire organization at risk** because districts are administrative arms of Toastmasters International and are subject to the same laws and guidelines.

Make sure all uses of district funds are authorized and consistent with your district's mission.

Remember the budget is a team effort and you will be evaluating the results monthly. Follow these eight steps closely.

- 1** Gather these documents: District Success Plan*, [District Budget Success Guide](#), [Annual Budget Template](#), [Managing District Finances: A Guide for District Leaders](#), [Policy 8.3 District Leader Expenses](#), [Policy 8.4 District Fiscal Management](#) and [Protocol 8.4: District Fiscal Management](#).
- 2** Read and review the documents from Step 1.
- 3** Complete the [Annual Budget Template](#). Remember that the district must retain on reserve an amount equal to 25% of the district's prior year's income.
- 4** Discuss the completed budget with the district director, program quality director, club growth director and finance manager.
- 5** Fill out the narrative section of the budget. Use the narrative to explain different events and expectations for the coming year. World Headquarters review the comments and may ask for additional information. Remember, if it is not budgeted for, there may not be funds for it in the future. Be as detailed as possible in your narratives.
- 6** Sign the certification page (district director, program quality director, club growth director and finance manager).
- 7** Present at the district council meeting to obtain budget approval. The review of the Mid-year Profit and Loss Report is a good time to evaluate how well you are meeting the district goals and what resources will be necessary to achieve the goals over the next six months.
- 8** Submit the approved budget to World Headquarters by September 30.

Send your Annual Budget Template Excel file to World Headquarters. A hard copy of the signed certification page is required. **Scan and email to districtfinancialreports@toastmasters.org or fax to 949-589-3456.**

*The District Success Plan is what drives the budget, so please make it mirror the budget. **Emphasis must be placed on items that contribute directly to the critical success factors of training, club extension, membership growth and educational achievements.** You should understand the costs involved in making the plan happen and know the estimated funds available to the district. It's also important to **review the financial statements monthly** in order to monitor the actual expenses as compared to budget.