



## 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.

The finance manager may be elected or appointed at the will of the district director, subject to the approval of the district executive committee and confirmation by the district council. You are eligible for re-election or re-appointment for one succeeding term only. The office of administration manager and finance manager may be combined. See **District Administrative Bylaws, Article VII: Officers, (c) Other Officers.**

### FINANCE MANAGER RESPONSIBILITIES



#### 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.

For a full list of finance manager competencies, visit [www.toastmasters.org/districtleadercompetencies](http://www.toastmasters.org/districtleadercompetencies).

## Finance Manager Resources

District Finance	<a href="http://www.toastmasters.org/districtfinance">www.toastmasters.org/districtfinance</a>
District financial questions	<a href="mailto:districtfinancialquestions@toastmasters.org">districtfinancialquestions@toastmasters.org</a>
Governing documents	<a href="http://www.toastmasters.org/govdocs">www.toastmasters.org/govdocs</a>
District Leader Tutorials	<a href="http://www.toastmasters.org/districttutorials">www.toastmasters.org/districttutorials</a>
<i>Managing District Finances: A Guide for District Leaders</i> (Item 1307)	<a href="http://www.toastmasters.org/1307">www.toastmasters.org/1307</a>

## District Assets

As finance manager, it is your responsibility to account for all district fixed assets and inventory.

## District Finance Training

As finance manager, it is important to complete the online district finance training module provided via the District Leader Tutorials on the Toastmasters International website.

Upon taking office, you should be familiar with Toastmasters International's bylaws, policy and protocol. You should also be familiar with *Managing District Finances* (Item 1307), a comprehensive financial resource that can help you manage the fiscal responsibilities of your district.

It's also important for you to understand how to use the district accounting system. Training webinars on how to use this system are available on the Toastmasters International website at [www.toastmasters.org/accountingsoftwarewebinars](http://www.toastmasters.org/accountingsoftwarewebinars).