



Toastmasters Learning Connection

Session Overview:

This session covers how to maintain the district budget once it is created and the important role of the treasurer in budget maintenance.

Directions:

Print a copy of this worksheet. As you view the session, fill in the blanks.

1. The budget should be reviewed on a _____ basis.
2. Once the _____ approves the budget it cannot be _____.
However, the district can explain reasonable budget variances in _____ in its monthly report to the council.
3. The responsibility to review the budget each month is a collaborative effort between the _____ and the _____.
4. The _____ is in charge of overseeing the _____ and the budget.
5. The most important aspect of the treasurer's duties is to _____.
6. In order to request funds from the district reserve account, the district must be current with its _____ requirements.



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Document	Due date
District calendar	
First Treasurer's Report	
Officer list	
Year-end Treasurer's Report (delivered after treasurer's term is over)	
Current district budget	
Division and area alignment changes	
Midyear Treasurer's Report	
Signature form	
Third Treasurer's Report	
District calendar	

7. The midyear Treasurer's Report must be delivered with supporting documents. Those documents include the following:

- _____ and _____ of July through December
- Copies of the January _____
- A July-through-December _____
- _____ forms
- An _____ categorizing all expenses for July through December