



Toastmasters Learning Connection

Session Overview:

This session defines tools for creating a district budget and outlines the roles of the district leaders involved in budget creation.

Directions:

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

1. You can learn about your district's goals through _____.
2. The District Success Plan _____.
3. The _____ holds the ultimate responsibility for the district budget.
4. The _____ is responsible for the _____ part of the budget.
The _____ is responsible for the part of the budget having to do with _____.
5. The _____ works with the district governor and lieutenant governors to make sure the district is making cost-effective decisions and _____.
6. The district budget is how you finance your _____, how you put your plan to action.
7. One source of revenue for districts is _____.
8. The 25% of membership dues collected by World Headquarters is held in the _____.
9. The _____ and _____ can requisition funds from the district reserve account, provided certain requirements are met.
10. A vital resource for the district when creating its budget is _____.



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Document	Due date
District calendar	
Quarterly Treasurer's Report covering July 1st through September 30th	
Officer list	
Supporting documentation from previous period	
Year-end audit report of the preceding administrative year	
Current district budget	
District budget and records from the preceding administrative year	
Documents supporting the current district budget	
Division and area alignment changes	
Midyear Treasurer's Report covering July 1st through December 31st	

11. Money cannot be administered from the district reserve account if the treasurer has not _____.