



Yes! We Can Cover That!

(Fiscal Responsibility)



Secretary and Treasurer
Fusion Session
Toastmasters Leadership Institute
Summer, 2009

District 3 Toastmasters of Arizona

0:00 – 0:05 (5 minutes)

Welcome Officers to the session

Icebreaker: Depending on group size, go around the room or break into groups and make introductions with the following 3 items:

- Your First Name
- Your club dues per six months

Handouts/Tools Used in this sessions

- Sample budget worksheet
- Form 400 – Membership Application for Districted Clubs
- Fund raising and Calendar handout from presentation



Remember when you were a brand new member???

How do I join?

What do I need to fill out?



Who do I go to for help?

What can I expect from my club?

0:05 – 0:10 (5 minutes)

When you were a brand new member and they asked you for your prorated dues payment and new member kit fee, what crossed your mind as you wrote that check? What did you expect the club would do for you (especially if they were collecting club dues)?



Fiscal Responsibility – What is it?

- Generally defined as:
“A budget in which the expenditures incurred during a given period are matched by revenues.”
 - What expenses should be included in a club budget?
 - How should funds be raised to cover these estimated expenses?



*Keeping clear and accurate club records
to ensure member achievements and dues are recorded*

0:10 – 0:12 (2 minutes)

Level set with the group on the term “fiscal responsibility”



Club Budget

- Club budgets are to be prepared and submitted to the club membership for approval by August 1 and February 1 each year.

Club Budget

For the Period of mm/dd/yyyy to mm/dd/yyyy

	Estimated	Actual
A. Beginning Balance		_____
B. Income		
1. International Dues (pass through)	_____	_____
2. Club Dues Collected	_____	_____
3. Fines Collected	_____	_____
4. Raffle Monies	_____	_____
4. Donations	_____	_____
C. Total Income	_____	_____
D. New Balance [(A) + (C)]		_____
E. Expenses		
1. International Dues (paid to WHQ)	_____	_____
2. Facilities Rent	_____	_____
3. Meeting Supplies	_____	_____
4. Postage	_____	_____
F. Total Expenses	_____	_____
G. Available Club Funds [(B) - (F)]		_____

0:12 – 0:15 (3 minutes)

Possible discussion items:

- What should a club budget look like?
- Why is it important to present a budget to the club membership?



Items to include in a club budget

Item Description	Budget Amount
Meeting Supplies: 904: Guest/Visitor Cards - \$2.25/30 1162: New Member Orientation \$5.50/5 1167A: Toastmasters and You \$15.00/5 165: Evaluation Forms \$1.50/25	
Marketing Materials 99F: Find Your Voice 354F: Your Membership Provides (25) 101F: Confidence: The Voice of Leadership 108F: From Prospect to Member to Guest 400: Membership Applications (20)	Additional marketing materials can be obtained for free in the Resource Room at Conferences & TLI training events
36: Member Renewal Statements - \$2.00/100 37: Dues Receipt Pad - \$2.25/100 By August 15 – postage for any members not in attendance By February 15 – postage for any members not in attendance	FreeToastHost sites have dues statement capability built into the site functionality
Club Officer Elections (November [Semi-annual only] & May) Club Officer Training Winter/Mid-Year - \$7-10/officer depending on # registered Summer - \$7-10/officer depending on # registered	Five officers attend for free when Smedley & Talk Up membership campaigns are achieved

Other Expenses

- Trophies, Ribbons, Certificates
- Educational materials/library
- Speech Contest materials
- Special events (club anniversary)

Income Sources

- Member Dues
- Donations
- Fund Raisers


0:15 – 0:18 (3 minutes)

Here's some suggestions for items to be included in a club budget.

The deeper discussion here is in the Income Sources

- Member Dues
- Donations
- Fund Raisers

Toastmasters Leadership Institute



Toastmasters Membership Application

For faster service, add and pay your new members online

1. NEW MEMBER FEE U.S. \$28.00
Paid only by new members. Covers costs of the New Member Kit processing.

2. Membership Dues (all members)
Prorated at \$4.80 per month. Month chosen must match "month/year joined" listed on previous dues.

<input type="checkbox"/> October	or	<input type="checkbox"/> April	U.S. \$27.00
<input type="checkbox"/> November	or	<input type="checkbox"/> May	22.50
<input type="checkbox"/> December	or	<input type="checkbox"/> June	18.00
<input type="checkbox"/> January	or	<input type="checkbox"/> July	13.50
<input type="checkbox"/> February	or	<input type="checkbox"/> August	9.00
<input type="checkbox"/> March	or	<input type="checkbox"/> September	4.50

3. Total of 1, 2, and 3

4. PAYMENT INFORMATION - Choose one:

Check: No. Amount \$

Credit Card: MC Visa American Express Discover

Card No. Exp. Date

Signature / Name on Card

Other

Check or money order in U.S. dollars and payable to **Toastmasters International** must be included.

U.S. International Dues to Toastmasters International

NOTE: Your club may also charge dues to meet club expenses. Unfortunately, WHO is unable to process these dues on the credit card payment. Club dues must be paid directly to the club. See Section 4 for details. Dues and fees are payable in advance and are not refundable or transferable.

CLUB DUES WORKSHEET FOR CLUB USE ONLY

International fees and dues: (from Line 3 on add)

Club Dues: \$

Total: \$

By my signature below, I agree to the terms of A Toastmaster's Promise, and the International and Release, stated below, and certify that I am 18 years of age or older, in compliance with the Toastmasters International Club Constitution.

SIGN: _____

By my signature below, I certify that this individual has joined the Toastmaster club identified above. As a club, we will ensure that this member receives proper orientation and mentoring.

SIGN: _____

A TOASTMASTER'S PROMISE

As a member of Toastmasters International and my club, I promise:

- To attend club meetings regularly;
- To prepare all of my speeches to the best of my ability, basing them on projects in the Communication and Leadership Program manual or the Advanced Communication and Leadership Program manuals;
- To prepare for and fulfill meeting assignments;
- To provide fellow members with helpful, constructive evaluations;
- To help the club maintain the positive, friendly environment necessary for all members to learn and grow;
- To serve my club as an officer when called upon to do so;
- To treat my fellow club members and our guests with respect and courtesy;
- To bring guests to club meetings so they can use the benefits Toastmasters membership offers;
- To adhere to the guidelines and rules for all Toastmasters educational and reception programs;
- To maintain honest and high ethical standards during the conduct of all Toastmasters activities.

CLUB OFFICER - Please make a copy for your club's records and send the original with payment for Membership Records, Toastmasters International, P.O. Box 9002, Mission Viejo, CA 92690 USA. Phone 949.858.8255 • Fax 949.858.1207 • www.toastmasters.org

Printed in USA - Revised August 2005 Form 400

0:18 – 0:25 (7 minutes)

Group Activity: Do's and Don'ts for Completing the Form 400 Membership Application

- Have all Participants pretend they are a new member and complete a Form 400 (2-3 minutes allowed)
- As a group, review the points displayed on this overhead using the talking points below
- Reminder: Adding new members online will expedite the shipment of the New Member Kit to your new members.

Talking Points -

1. This first area is completed by the new member. Be sure to verify this information as it is used for mailing new kit and award materials, membership rosters, etc.
2. Enter your club information and the month/year the new member is joining (this determines the prorated dues amount for Section 2)
3. Indicate whether this is a new, renew/reinstate, dual or transfer member. New members must include the New Member Kit Fee in Section 1)
4. If the new member was invited by another member, or influenced by the interactions of a member, be sure that member receives sponsorship credit by completing the lower area of the form. Secretaries keeping good meeting minutes should have this information recorded in the club records.
5. If the club has separate dues for new member and/or club dues beyond the International dues, those are entered in the area "For Club Use Only" and included in the initial payment amount
6. Note that dues and fees are payable in advance and not refundable or transferable (to another person)
7. When the new member signs, they are also acknowledging conduct themselves according to The Toastmasters Promise and the policies of Toastmasters International. They are also agreeing to the use of their personal information as provided by Toastmasters International and its agents. To help members get off to a great start, be sure to review the Toastmaster's Promise with each new member to ensure they understand the expectations for members of your Club.
8. Lastly, note that when the officer signs in acceptance of the application, they are also committing to the new member and to Toastmasters International that the club will provide orientation and mentoring for the new members.

Other Reminders:

1. Your Toastmasters Club is a private association, and Club membership is by invitation. The Club constitution specifies that prospective members be elected to membership.
2. Although most of the time your Club will accept everyone who wants to join, an established voting procedure gives your club the opportunity to deny membership. Of course, denial of membership cannot be based on discrimination.



Fund Raising

Do's

- Speechcraft or Success Communication/Leadership workshops (to cover cost of program materials)
- Raffle, auction or white elephant sale during a club function
- Advertising in club newsletters (to offset production costs)
- Selling entertainment or dining books



Do Not's

- Resale of items (other than entertainment or dining books)
- Raising funds for social events
- Raising funds to donate to worthy causes
- Raising monies to set up a fund (i.e., educational or scholarship)
- Holding or participating in tournaments or 'thons
- Holding pancake breakfasts, fireworks displays, or picnics.
- Fund raising activities which have a higher risk of physical injury

0:25 – 0:30 (5 minutes)

Fundraising has become a popular item with Clubs considering these economic times. However, there are very clear policies on what can and cannot be done.

Consider these more as “Thou shalt nots”



Calendar of Due Dates

Item	Due By (Jul-Dec)	Due By (Jan-Jun)
Update Bank Signature Card	July 1	January 1
Quarterly Financial Report to Club	July 15	January 15
Submit Club budget for membership approval	August 1	February 1
Distribute Member Dues Renewal Statements	August 15	February 15
Submit Member Dues Renewals	October 1	April 1
Quarterly Financial Report	October 15	April 15
Hold Club Officer Elections	First meeting in November Only if electing Semi-annually	First meeting in May
Register Newly Elected Club Officers for TLI	December 1	June 1
Submit/Update Club Officer Lists Remember, only clubs that meet weekly have the option of electing officers semi-annually. Clubs meeting less frequently than weekly must elect officers annually. An annual term of office is July 1 through June 30. Semi-annual terms are July 1 through December 31 and January 1 through June 30. No other terms are allowed.	Online submission: 12:00 midnight December 31 Fax submission: 12:00 midnight December 31 Regular mail submission: postmarked December 31 and received @ WHQ by January 7	Online submission: 12:00 midnight June 30 Fax submission: 12:00 midnight June 30 Regular mail submission: postmarked June 30 and received @ WHQ by July 7

0:30 – 0:35 (5 minutes)

Secretaries & Treasurers should work together to ensure the club meets all of its obligations by their due dates and that the appropriate records are kept.

This is one of the handouts.



Club Statements

- Track new member applications and match against Club Statements
- Confirm all supply orders
- Confirm all member renewals

Understanding Your Toastmasters Club Statement

Toastmasters International will send your club president an online statement indicating the balance due or credit balance due to your club. Be sure to ask your President to give you a copy as soon as it is received.

PERIOD ENDING DATE

- **Period Ending Date:** Reflects all transactions presented at WTRQ through the date shown.
- **Balance Due:** At a glance club balance as of the period ending date. Note: If the club has a credit balance it will state "Credit Balance."

UNAPPLIED RECEIPTS

- **Order Number:** Four digit indicates whether the order is in:
 - 1 New Member Kit
 - 2 Membership Dues (new dual, estimate and renewal)
 - 3 Sales Transaction—money the club owes

- **Order Date:** The date the order was entered.
- **Invoice Number:** Offers another means of identifying a transaction.
- **Invoice Date:** The date the order was entered.

- **Description:** An explanation of the transaction. Common transactions are:
 - **Unapplied Receipts:** Money available in the club's account. Funds available prior to July 1, 2010 are identified with one asterisk (*); funds available after July 1, 2010 are noted with three asterisks (***)
 - **New Member Kit - Language/Member Name:** Shows the purchase of New Member Kit, the desired language, and the name of the member
 - **77 Due:** Identifies a membership renewal which appeared on a Dues Renewal Invoice. The member's name also appears

The image shows a sample of a Toastmasters Club Statement form. It includes fields for Club Name, District, and various financial data. A table lists transactions with columns for Date, Description, and Amount. Below the table are sections for 'APPLY TO CLUB FOR' and 'REMITTANCE SLIP'.

- **Membership Due:** Identifies a new membership, or a membership renewal transaction, generated by WTRQ. The member's name also appears.
- **Sale Transaction:** A purchase made by the club which has not yet been paid for.
- **PO reference:** If the membership was submitted on a purchase order, the reference information appears here.
- **30/60/90/120 Due:** This section shows a standard aging of the club's account.
- **Comments:** Contains explanatory legend and notes.
- **Apply Club Credit to /Apply Payment use:** Clearly indicate the order numbers you wish to pay, and the amount to apply to each.
- **Payment Method:** Indicate the amount you are enclosing and any club credit to be used. Check all payment methods as applicable.
- **Submission Information:** Print or type the name and e-mail address (if available) of the person submitting the payment.
- **Credit Card Information:** Circle the type of credit card used and provide the required credit card information.

0:35 – 0:37 (2 minutes)

Statements are sent regularly to the club President. These statements need to be handed off to the Treasurer/Secretary for verification and filing as part of the club records.



IRS Form 990

- Annual filing
- Due by May 15

Since Toastmasters International is a nonprofit organization, do not file income tax reports (in the U.S.) unless your club income is greater than \$25,000 during the year. The IRS has requested that if a club receives a Form 990 with a pre-addressed label, the club should file a return even if it is not required to do so. Per the IRS instructions for the 990 and 990EZ, a club should:

- Verify the Taxpayer ID number listed on the label.
- Attach the label to the name and address space on the return.
- Check box 'K' in the heading of the Form 990 or 990EZ to indicate that the organization's gross receipts are normally not more than \$25,000.
- Have a club officer sign the return.
- Send it to the Ogden Service Center.
- Note: The club does not have to complete Parts I through X of the Form 990, or Parts I through V of the Form 990EZ.

0:37 – 0:38 (1 minutes)

Although most clubs will not be impacted by the Form 990, notifications could be sent to the club President and again, need to be handed off to the Secretary and Treasurer for processing and filing to the club records.



Before We Break

- Parking Lot
- Q&A
- Evaluations

It Takes The Power of Seven



To Lead a Distinguished Club

0:38 – 0:40 (2 minutes)

Review any parking lot items

Address or capture any remaining questions (time permitting)

Have participants complete evaluations and leave them in room.

Club Budget

For the Period of _____ to _____

	Estimated	Actual
A. Beginning Balance		_____
B. Income		
1. International Dues (pass through)	_____	_____
2. Club Dues Collected	_____	_____
2. Fines Collected	_____	_____
3. Raffle Monies	_____	_____
4. Donations	_____	_____
C. Total Income	_____	_____
D. New Balance [(A) + (C)]		_____
E. Expenses		
1. International Dues (paid to WHQ)	_____	_____
2. Facilities Rent	_____	_____
3. Meeting Supplies	_____	_____
4. Postage	_____	_____
F. Total Expenses	_____	_____
G. Available Club Funds [(B) – (F)]		_____



Toastmasters Membership Application

CLUBS WITHIN DISTRICTS

For faster service,
add and pay for your
new members online

Club Number:

District Number:

Month / Year Joined: /

Club Name: _____ City: _____

Membership Type:

- New
- Reinstated (break in membership)
- Renewing (no break in membership)
- Dual
- Transfer from club number / name

Member # (if known)

LAST NAME / SURNAME / FAMILY NAME:

FIRST NAME / GIVEN NAME:

MIDDLE INITIAL / NAME:

OTHER ADDRESS INFO (FLOOR NUMBER, BUILDING NUMBER, MAIL STOP):

ADDRESS LINE 1 (APARTMENT OR SUITE NUMBER):

ADDRESS LINE 2 (HOUSE / BUILDING NUMBER, STREET NAME):

CITY:

STATE / PROVINCE:

- MALE
- FEMALE

COUNTRY:

ZIP / POSTAL CODE:

HOME PHONE NUMBER:

CELL PHONE NUMBER:

WORK PHONE NUMBER:

FAX NUMBER:

E-MAIL: _____

New Member Kit preference for new members only:

- English
- French
- Spanish
- Japanese
- Chinese (Traditional)
- Chinese (Simplified)
- German
- Cassette Tape
(visually impaired only)

Selected materials in the new member kit are available in English only.

Please do not send promotions to me from Toastmasters International's partners.

NEW/REINSTATED/DUAL MEMBER SPONSOR: The person who recruited and/or encouraged the member to join.

NOTE: TO ENSURE PROPER CREDIT, THE SPONSOR'S FULL FIRST AND LAST NAME AND HOME CLUB NUMBER MUST APPEAR.

LAST NAME / SURNAME / FAMILY NAME:

FIRST NAME / GIVEN NAME:

MIDDLE INITIAL / NAME:

SPONSOR'S DISTRICT NUMBER:

SPONSOR'S HOME CLUB NUMBER:

MEMBER NUMBER (if known)

PLEASE READ AND COMPLETE THE OTHER SIDE

1. NEW MEMBER FEE U.S. \$20.00 \$ _____
Paid only by new members. Covers costs of the New Member Kit and processing.
- 1a. California clubs add 7.75% sales tax (\$1.55) \$ _____
2. Membership Dues (all members)
Pro-rated at \$4.50 per month. Month chosen must match "month/year joined" listed on previous page.
- October or April U.S. \$27.00 \$ _____
- November or May 22.50 _____
- December or June 18.00 _____
- January or July 13.50 _____
- February or August 9.00 _____
- March or September 4.50 _____
3. Total of 1, 1a, and 2 \$ _____

CLUB DUES WORKSHEET FOR CLUB USE ONLY	
International fees and dues: (from Line 3 on left)	\$ _____
Club New Member Fee:	_____
Club Dues:	_____
Total:	\$ _____

By my signature below, I agree to the terms of *A Toastmaster's Promise*, and the *Indemnification and Release* stated below, and certify that I am 18 years of age or older, in compliance with the Toastmasters International Club Constitution.

PAYMENT INFORMATION Choose one:

Check: No. _____ Amount \$ _____

Credit Card: MC Visa American Express Discover

Card No. _____ Exp. Date _____

Signature / Name on Card _____

SIGNED: _____
APPLICANT

By my signature below, I certify that this individual has joined the Toastmasters club identified above. As a club, we will ensure that this member receives proper orientation and mentoring.

SIGNED: _____
CLUB OFFICER

Other _____

Check or money order in US funds drawn on a US bank, or credit card payment, must be included. Line 3 is the amount payable to Toastmasters International.

NOTE: Your club may also charge dues to meet club expenses. Unfortunately, WHQ is unable to charge club dues on the credit card submitted. Club dues must be paid directly to the club. See second column for details. Dues and fees are payable in advance and are not refundable or transferable.

In order for this application to be valid both signatures are required.

MEMBER'S AGREEMENT AND RELEASE:

Consistent with my desire to take personal responsibility for my conduct, individually and as a member of a Toastmasters club, I agree to abide by the principles contained in "A Toastmaster's Promise" and the governing documents and policies of Toastmasters International and my club. I will refrain from any form of discrimination, harassment, derogatory, illegal, or unethical conduct, and I understand that if I engage in such conduct, I may be responsible to reimburse Toastmasters International, my club or other clubs, or other individuals involved with Toastmasters, for any damages, losses, or costs resulting from my conduct. Understanding that Toastmasters programs are conducted by volunteers who cannot be effectively screened or supervised by Toastmasters International or its clubs, I release and discharge Toastmasters International, its clubs, governing bodies, and representatives from any liability for the intentional or negligent acts or omissions of any member or officer of my club or other clubs, or any officer of Toastmasters International.

By submitting this application, I agree to the collection, use and processing of the personal information I provide to Toastmasters in this Membership Application for the purposes of organization administration, payment of my dues, and inclusion of my contact information in a members' directory that will be distributed to members and employees of Toastmasters. By submitting my personal information to Toastmasters, I also agree that my information may be accessed and used by Toastmasters and its employees and agents, and will be transferred to countries that are not regarded as having adequate data protection, including to Toastmasters' headquarters in the United States. I agree to notify addresschanges@toastmasters.org of any change to my personal information, including making any requests to check, delete or correct my personal information, so that it is accurate and current. I understand that the majority of the data requested in this application is necessary for administrative and planning purposes, and that the failure to provide this information may prevent my application from being properly processed or inclusion of my contact information in the members' directory.

A TOASTMASTER'S PROMISE

- As a member of Toastmasters International and my club, I promise ...
- ◆ To attend club meetings regularly;
 - ◆ To prepare all of my speeches to the best of my ability, basing them on projects in the *Competent Communication* manual, the *Advanced Communication* manuals or *Competent Leadership* manual;
 - ◆ To prepare for and fulfill meeting assignments;
 - ◆ To provide fellow members with helpful, constructive evaluations;
 - ◆ To help the club maintain the positive, friendly environment necessary for all members to learn and grow;
 - ◆ To serve my club as an officer when called upon to do so;
 - ◆ To treat my fellow club members and our guests with respect and courtesy;
 - ◆ To bring guests to club meetings so they can see the benefits Toastmasters membership offers;
 - ◆ To adhere to the guidelines and rules for all Toastmasters educational and recognition programs;
 - ◆ To maintain honest and highly ethical standards during the conduct of all Toastmasters activities.

CLUB OFFICER – Please keep a copy for your club's records. If paying online, go to members.toastmasters.org, and log in. If mailing, send to: Membership Records, Toastmasters International, P.O. Box 9052, Mission Viejo, CA 92690 USA. If faxing, send to: 949-858-1207. **NOTE:** Please submit information via one method only to avoid duplication. For fastest results, enter new members online.



Fund Raising

Do's

- Speechcraft or Success Communication/Leadership workshops (to cover cost of program materials)
- Raffle, auction or white elephant sale during a club function
- Advertising in club newsletters (to offset production costs)
- Selling entertainment or dining books



Do Not's

- Resell of items (other than entertainment or dining books)
- Raising funds for social events
- Raising funds to donate to worthy causes
- Raising monies to set up a fund (i.e., educational or scholarship)
- Holding or participating in tournaments or 'thons
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