



Kristine Porter

Finance Manager 2021-22

District 39 Toastmasters

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District 39 Toastmasters Finance Manager Report August 14, 2021

The District Reserve Statement for June has not been received at the time of this report. The Paypal and District Reserve balances shown are as of May 31, 2021.

Paypal Account	\$ 3,106.69
District Reserve	<u>\$71,742.50</u>
 Total Cash & Reserve	 \$ 74,849.19

As directed by Toastmasters International, we retained \$11,938.00 for the coming year. The District Reserve required for the 2021-2022 year will be determined by Toastmasters International and the District will be notified by letter.

Bank Account

The District doesn't have a traditional bank account. Our Bank of America account is managed by TI Finance. All reimbursements are done through Concur.

Concur Solutions

At the beginning of the year, the DD provides a list of members who should have active accounts. If needed beyond that list, the FM will ask TI Finance to set up the new account and the member will be contacted to complete the process.

Any member who anticipates requesting reimbursement for an expense are advised to get prior approval from the DD. When a new account needs to be created, the FM asks TI Finance to set up an account. The member will then be contacted by TI by email to complete setting up the account. The member will then need to file a Concur report and attach scanned receipts. Approvals are done electronically and the reimbursements are electronically transferred.

TI told us the Concur database gets updated at the beginning of every program year, because all of the active users need to have their approvers updated with the new DD and FM. Once an account is created in the system, it doesn't get deleted. An account is only deactivated, if a member is no longer active.

District Storage Unit

The existing storage unit in Elk Grove has been renewed for one year. Rent is paid through July 31 2022 for a total of \$1,648.00; we receive a one month discount of \$149 for paying for the year in full.

District Zoom Accounts

We have purchased 24 standard accounts and 4-500 participant account for a total of \$2,848.16

District Mailbox

Our District Mailbox is now located in Sparks, NV paid for 1 year at \$146.00.

Respectfully submitted,

Kristine Porter
Finance Manager