

## Suggested Eligible Expenses Per Executive Member

Here are items I suggest you pre-approve within your executives' annual budget limit at the year start.sssssss

X	President	
	Contest Supplies	Judge & Speaker Gifts
	Meeting Refreshments	Anything from the Toastmasters.org store.
	VP Education	
	Paper & Printing (Agendas, etc.)	Recognition Items
	Special Event Refreshments	Payment to Easy-Speak
	Anything from the Toastmasters.org store.	
	VP Membership	
	Guest Package Components	New Member Package Components
	Anything from the Toastmasters.org store.	
	VP Public Relations	
	Marketing or Advertising Expense	Publicity Event Registrations
	Special Event Refreshments	Special Event Rental Fees
	Anything from the Toastmasters.org store.	
	Treasurer	
	Bank & Account Fees	Payment Processing Fees
	Financial Supplies (Cheques, Deposit Books)	Anything from the Toastmasters.org store.
	Sergeant-At-Arms	
	Room Rental	Office & Meeting Supplies
	Meeting Refreshments	Anything from the Toastmasters.org store.
	Secretary	
	Paper & Printing	Anything from the Toastmasters.org store.

**Unauthorized use per Toastmaster's "Use of Club Funds" page are:**

- > Pathways Educational Materials
- > Parties/Social Gatherings
- > Scholarships
- > Paying Dues for Members
- > Donation of money to causes or individuals