

June  
2011

US Dollars  
**USD**

	Monthly	Y-T-D	Y-T-D
<b>District Reserve</b>			
<b>BALANCE IN DISTRICT RESERVE ACCOUNT AT WHQ:</b>			
Beginning of the month/year	27,962	25,991	25,991
Add: Membership Revenue	1,500	29,986	29,986
Less: Funds requests (NEGATIVE NUMBER)	23,460	(1,540)	(1,540)
Less: District orders (NEGATIVE NUMBER)	(23,485)	(25,000)	(25,000)
District reserve balance - End of the month (should tie to statement)	29,436	29,436	29,436
Restricted Balance (Retention for next year)	(7,152)	(7,152)	(7,152)
<b>Available reserve funds balance at month end</b>	<b>A 22,284</b>	<b>22,284</b>	<b>22,284</b>
<b>RECONCILED BALANCE IN DISTRICT LOCAL BANK ACCOUNT:</b>	<b>B 2,756</b>		<b>2,756</b>
<b>TOTAL FUNDS AVAILABLE</b>	<b>(A+B) 25,041</b>		<b>25,041</b>

	Monthly	Y-T-D	Y-T-D
<b>District Revenue</b>			
Membership Revenue (From District Reserve Statement)	1,500	29,986	29,986
Conference Revenue	(70)	23,252	23,252
Fundraising Revenue	-	-	-
TLI Revenue	-	-	-
District Store Revenue	25	4,322	4,322
Donations	-	390	390
Interest	-	-	-
Miscellaneous-Revenue	-	-	-
Total Revenue	1,455	57,949	57,949
<b>District Expenses</b>			
Conference Expenses	(427)	(25,052)	(25,052)
Fundraising Expense	-	-	-
TLI Expenses	(2,478) ^	(8,720)	(8,720)
District Store Expenses	(25)	(4,199)	(4,199)
Marketing (no limit*)	(75)	(196)	(196)
Communications & Public Relations (25% max*)	(4)	(356)	(356)
Education & Training (30% max*)	(1,141)	(2,775)	(2,775)
Speech Contest (10% max*)	-	(1,743)	(1,743)
Administration (20% max*)	(1,652)	(4,412)	(4,412)
Travel (30% max*)	(1,874)	(3,764)	(3,764)
Other Expenses (10% max*)	-	-	-
Total Expense	(7,676)	(51,217)	(51,217)
<b>District Net Income/Loss</b>	<b>(6,221)</b>	<b>6,732</b>	<b>6,732</b>

\* For **U.S. Districts** leave this cell with the default text (1.00). For **Non-U.S. Districts**, please insert the appropriate exchange rate (as of the end of the month), per the OANDA.com website. To determine this code and rate please see the instruction tab.

\* This is the maximum percent of total expenses a district can have towards the specific account groupings.

^ Total Leadership Institute (TLI) expense is combined with total Education and Training expense when calculating the maximum allowable expense.



TOASTMASTERS INTERNATIONAL  
MONTHLY TREASURER'S REPORT

DISTRICT 28

June  
2011

Enter balances in local currency

USD

Local Banks Reconciliation

Account #	100	105	110	115	120
Account Name Per Bank Statement	Small Business Checking				
Bank Name	TCF National Bank	PayPal			
Account #	5883250329				

DISTRICT LOCAL BANK ACCOUNTS (First 5):

	Total				
Bank Balance (Per monthly bank statements as of month's end)	5,847.08	5,510.09	336.99		
All Outstanding Checks (INPUT NEGATIVE NUMBER)	(5,189.00)	(5,189.00)			
All Outstanding Deposits	2,098.25	2,098.25			
Book Balance as of current month's end	2,756.33 (1)	2,419.34	336.99	-	-

Account #	125	130	135	140	145
Account Name Per Bank Statement					
Bank Name					
Account #					

DISTRICT LOCAL BANK ACCOUNTS (Second 5):

	Total				
Bank Balance (Per monthly bank statements as of month's end)	-				
All Outstanding Checks (INPUT NEGATIVE NUMBER)	-				
All Outstanding Deposits	-				
Book Balance as of current month's end	- (2)	-	-	-	-

RECONCILED BALANCE  
IN DISTRICT LOCAL BANK ACCOUNTS: ▲ 2,756.33 (1)+(2) 2,756 Reconciled balance converted to U.S. dollars.

Transaction Cash Flow

Beginning Book Balance	10,452	Links to Prior Month's Bank Recon. tab
Fund Requests	-	Links to Transaction Register tab
Net Income/(Loss)	(6,221.42)	Links to Summary tab
	4,230.93	
<b>Reverse Non Local Bank Account Activity</b>		
Membership Revenue	(1,499.60)	Links to Summary tab
District Orders	25.00	Links to Transaction Register tab
▲ Ending Book Balance	2,756.33	

Check Box	
Funds Requested	-
District Orders	(25.00)
<b>Net Income/(Loss)</b>	<b>(6,221.42)</b>

**This register is to account for all monthly cash transactions (for all bank accounts) and non-cash district orders. Enter all revenue (inflows) as a positive # and all expenses (outflows) as a negative #. All District Orders should be entered as a negative # using account number 695. District Reserve Funds received from WHQ should be entered as a positive # using account number 200.**

Account #	Account Name	Transaction Date	Description	USD	
				Amount	Check #
505	Conference-Member registrations	6/1/11	Arsh Bhatia	\$ (20.00)	1935
830	Admin-Other Expense	6/2/11	Jason Schumacher, DTM	\$ (531.88)	1914
830	Admin-Other Expense	6/2/11	Jason Schumacher, DTM	\$ (443.38)	1914
820	Admin-Postage	6/2/11	Jason Schumacher, DTM	\$ (9.44)	1914
820	Admin-Postage	6/2/11	Jason Schumacher, DTM	\$ (4.75)	1914
820	Admin-Postage	6/2/11	Jason Schumacher, DTM	\$ (10.50)	1914
830	Admin-Other Expense	6/4/11	Quality Inn & Suites Monroe	\$ (433.13)	EFT
775	ET-Training division and area governors	6/4/11	Quality Inn & Suites Monroe	\$ (746.94)	EFT
690	TLI-Other Expense	6/24/11	Takacs Grocery and Meats	\$ 426.30	1892V
760	ET-Mid Year Training Registration Fees (Top 3)	6/24/11	Ida Vance	\$ 199.82	1903V
705	Marketing-Building new clubs	6/24/11	Ida Vance	\$ 39.22	1903V
705	Marketing-Building new clubs	6/24/11	Ida Vance	\$ 10.06	1903V
835	Travel-District-District governor/lt. governors	6/24/11	Ida Vance	\$ 53.00	1903V
840	Travel-District-Division governors	6/24/11	Carlyle Carvalho	\$ (125.00)	1918
845	Travel-District-Area governors	6/24/11	Dolores Harris	\$ (100.00)	1919
645	Conference-Other Expenses	6/24/11	Heather Lane	\$ (30.50)	1920
760	ET-Mid Year Training Registration Fees (Top 3)	6/24/11	Heather Lane	\$ (218.44)	1920
645	Conference-Other Expenses	6/24/11	Heather Lane	\$ (15.84)	1920
775	ET-Training division and area governors	6/24/11	Heather Lane	\$ (50.00)	1920
665	TLI-Program and printing	6/24/11	Heather Lane	\$ (283.00)	1920
850	Travel-District-Other district officers	6/24/11	Gayle Lawson	\$ (98.94)	1921
690	TLI-Other Expense	6/24/11	Jason Schumacher, DTM	\$ (426.30)	1922
845	Travel-District-Area governors	6/24/11	Jason Schumacher, DTM	\$ (100.00)	1922
850	Travel-District-Other district officers	6/24/11	Jason Schumacher, DTM	\$ (50.00)	1922
665	TLI-Program and printing	6/24/11	University of Michigan - Dearborn	\$ (2.50)	1923
665	TLI-Program and printing	6/24/11	University of Michigan - Dearborn	\$ (10.00)	1923
615	Conference-Programs and printing	6/24/11	University of Michigan - Dearborn	\$ (6.90)	1923
615	Conference-Programs and printing	6/24/11	University of Michigan - Dearborn	\$ (29.00)	1923
615	Conference-Programs and printing	6/24/11	University of Michigan - Dearborn	\$ (16.20)	1923
615	Conference-Programs and printing	6/24/11	University of Michigan - Dearborn	\$ (70.00)	1923
735	CPR-District newsletter	6/24/11	University of Michigan - Dearborn	\$ (4.00)	1923
830	Admin-Other Expense	6/24/11	University of Michigan - Dearborn	\$ (1.00)	1923
775	ET-Training division and area governors	6/24/11	University of Michigan - Dearborn	\$ (1.00)	1923
710	Marketing-Membership growth	6/24/11	University of Michigan - Dearborn	\$ (11.30)	1923
675	TLI-Meeting room	6/24/11	University of Michigan - Dearborn	\$ (782.96)	1923
615	Conference-Programs and printing	6/24/11	University of Michigan - Dearborn	\$ (30.00)	1923
615	Conference-Programs and printing	6/24/11	University of Michigan - Dearborn	\$ (80.00)	1923
830	Admin-Other Expense	6/24/11	University of Michigan - Dearborn	\$ (60.65)	1923
610	Conference-supplies (not from TI)	6/24/11	University of Michigan - Dearborn	\$ (20.23)	1923
665	TLI-Program and printing	6/24/11	University of Michigan - Dearborn	\$ 2.50	1923V

665	TLI-Program and printing	6/24/11	University of Michigan - Dearborn	\$	10.00	1923V
615	Conference-Programs and printing	6/24/11	University of Michigan - Dearborn	\$	6.90	1923V
615	Conference-Programs and printing	6/24/11	University of Michigan - Dearborn	\$	29.00	1923V
615	Conference-Programs and printing	6/24/11	University of Michigan - Dearborn	\$	16.20	1923V
615	Conference-Programs and printing	6/24/11	University of Michigan - Dearborn	\$	70.00	1923V
735	CPR-District newsletter	6/24/11	University of Michigan - Dearborn	\$	4.00	1923V
830	Admin-Other Expense	6/24/11	University of Michigan - Dearborn	\$	1.00	1923V
775	ET-Training division and area governors	6/24/11	University of Michigan - Dearborn	\$	1.00	1923V
710	Marketing-Membership growth	6/24/11	University of Michigan - Dearborn	\$	11.30	1923V
675	TLI-Meeting room	6/24/11	University of Michigan - Dearborn	\$	782.96	1923V
615	Conference-Programs and printing	6/24/11	University of Michigan - Dearborn	\$	30.00	1923V
615	Conference-Programs and printing	6/24/11	University of Michigan - Dearborn	\$	80.00	1923V
830	Admin-Other Expense	6/24/11	University of Michigan - Dearborn	\$	60.65	1923V
610	Conference-supplies (not from TI)	6/24/11	University of Michigan - Dearborn	\$	20.23	1923V
610	Conference-supplies (not from TI)	6/24/11	Sharon Westwood	\$	(19.58)	1925
610	Conference-supplies (not from TI)	6/24/11	Sharon Westwood	\$	(10.58)	1925
610	Conference-supplies (not from TI)	6/24/11	Sharon Westwood	\$	(15.02)	1925
610	Conference-supplies (not from TI)	6/24/11	Sharon Westwood	\$	(54.16)	1925
610	Conference-supplies (not from TI)	6/24/11	Sharon Westwood	\$	(28.62)	1925
675	TLI-Meeting room	6/24/11	University of Michigan - Dearborn	\$	(782.96)	1926
615	Conference-Programs and printing	6/24/11	University of Michigan - Dearborn	\$	(30.00)	1926
615	Conference-Programs and printing	6/24/11	University of Michigan - Dearborn	\$	(80.00)	1926
830	Admin-Other Expense	6/24/11	University of Michigan - Dearborn	\$	(60.65)	1926
610	Conference-supplies (not from TI)	6/24/11	University of Michigan - Dearborn	\$	(20.23)	1926
665	TLI-Program and printing	6/24/11	University of Michigan - Dearborn	\$	(2.50)	1927
665	TLI-Program and printing	6/24/11	University of Michigan - Dearborn	\$	(10.00)	1927
615	Conference-Programs and printing	6/24/11	University of Michigan - Dearborn	\$	(6.90)	1927
615	Conference-Programs and printing	6/24/11	University of Michigan - Dearborn	\$	(29.00)	1927
615	Conference-Programs and printing	6/24/11	University of Michigan - Dearborn	\$	(16.20)	1927
615	Conference-Programs and printing	6/24/11	University of Michigan - Dearborn	\$	(70.00)	1927
735	CPR-District newsletter	6/24/11	University of Michigan - Dearborn	\$	(4.00)	1927
830	Admin-Other Expense	6/24/11	University of Michigan - Dearborn	\$	(1.00)	1927
775	ET-Training division and area governors	6/24/11	University of Michigan - Dearborn	\$	(1.00)	1927
710	Marketing-Membership growth	6/24/11	University of Michigan - Dearborn	\$	(11.30)	1927
760	ET-Mid Year Training Registration Fees (Top 3)	6/24/11	Ida Vance	\$	(199.82)	1928
705	Marketing-Building new clubs	6/24/11	Ida Vance	\$	(39.22)	1928
705	Marketing-Building new clubs	6/24/11	Ida Vance	\$	(10.06)	1928
835	Travel-District-District governor/lt. governors	6/24/11	Ida Vance	\$	(53.00)	1928
760	ET-Mid Year Training Registration Fees (Top 3)	6/25/11	Heather Lane	\$	18.00	11389
535	Conference-Raffle	6/25/11	Unknown Cash Customers	\$	5.00	Cash110625
505	Conference-Member registrations	6/27/11	Shauna Luckett	\$	25.00	4418
820	Admin-Postage	6/30/11	Vera Johnson, DTM	\$	(132.00)	1929
705	Marketing-Building new clubs	6/30/11	Vera Johnson, DTM	\$	(18.30)	1929
705	Marketing-Building new clubs	6/30/11	Vera Johnson, DTM	\$	(2.88)	1929
775	ET-Training division and area governors	6/30/11	Vera Johnson, DTM	\$	(142.50)	1929
705	Marketing-Building new clubs	6/30/11	Vera Johnson, DTM	\$	(5.68)	1929
705	Marketing-Building new clubs	6/30/11	Vera Johnson, DTM	\$	(37.22)	1929
835	Travel-District-District governor/lt. governors	6/30/11	Vera Johnson, DTM	\$	(700.00)	1929
835	Travel-District-District governor/lt. governors	6/30/11	Heather Lane	\$	(700.00)	1931
690	TLI-Other Expense	6/30/11	Park Place Catering Co. Inc.	\$	(1,400.00)	1932
505	Conference-Member registrations	6/30/11	John Salalila	\$	(40.00)	1933
505	Conference-Member registrations	6/30/11	Kevin Olmstead	\$	(40.00)	1934
695	District Store expenses (District Orders only)	6/30/11	Toastmasters International	\$	(25.00)	FEE
570	District Store Revenue	6/30/11	GJ: Reclassify wire txr fee	\$	25.00	GJ
830	Admin-Other Expense	30-Jun-11	GJ: Reclassify wire txr fee	\$	(25.00)	GJ

Funds Requested	-
District Orders	0.00
<b>Net Income/(Loss)</b>	<b>6,711.98</b>

This register is linked to all April monthly cash transactions. This is for reference only.

Account #	Account Name	Transaction Date	Description	USD	
				Amount	Check #
695	District Store expenses (District Orders only)	01-Apr-11	Invoice: 9000086030	(3,237.73)	9000086030
695	District Store expenses (District Orders only)	01-Apr-11	Invoice: 9000087551	(105.78)	9000087551
505	Conference-Member registrations	01-Apr-11	Spring Conference Member Registration	109.00	1171
505	Conference-Member registrations	01-Apr-11	Spring Conference Member Registration	200.19	5712E
830	Admin-Other Expense	02-Apr-11	Invoice: QualInn110404	(371.25)	
505	Conference-Member registrations	02-Apr-11	Spring Conference Member Registration	80.00	CASH110428
505	Conference-Member registrations	02-Apr-11	Spring Conference Member Registration	20.00	CASH110428
505	Conference-Member registrations	03-Apr-11	Spring Conference Member Registration	99.94	1844V
505	Conference-Member registrations	03-Apr-11	Spring Conference Member Registration	130.00	303
505	Conference-Member registrations	04-Apr-11	Spring Conference Member Registration	178.00	3538
505	Conference-Member registrations	04-Apr-11	Spring Conference Member Registration	99.94	8JA28226TW
505	Conference-Member registrations	05-Apr-11	Spring Conference Member Registration	85.00	3027
505	Conference-Member registrations	05-Apr-11	Spring Conference Member Registration	99.00	5327
505	Conference-Member registrations	06-Apr-11	Spring Conference Member Registration	50.75	15R52230F3E
505	Conference-Member registrations	06-Apr-11	Spring Conference Member Registration	35.30	30M88197JE1
505	Conference-Member registrations	06-Apr-11	Spring Conference Member Registration	79.00	429
505	Conference-Member registrations	06-Apr-11	Spring Conference Member Registration	99.94	536746703E2
505	Conference-Member registrations	06-Apr-11	Spring Conference Member Registration	99.00	7014
505	Conference-Member registrations	06-Apr-11	Spring Conference Member Registration	99.94	8H71229011E
505	Conference-Member registrations	07-Apr-11	Spring Conference Member Registration	178.00	1343
505	Conference-Member registrations	08-Apr-11	Spring Conference Member Registration	200.19	07917261AC
505	Conference-Member registrations	08-Apr-11	Spring Conference Member Registration	85.76	0UU307805Y
505	Conference-Member registrations	08-Apr-11	Spring Conference Member Registration	35.00	1758
505	Conference-Member registrations	08-Apr-11	Spring Conference Member Registration	79.00	2385163
505	Conference-Member registrations	08-Apr-11	Spring Conference Member Registration	79.00	2797
505	Conference-Member registrations	08-Apr-11	Spring Conference Member Registration	134.00	4397
505	Conference-Member registrations	08-Apr-11	Spring Conference Member Registration	98.92	5D993295U9
505	Conference-Member registrations	08-Apr-11	Spring Conference Member Registration	61.65	6UL27534FL1
505	Conference-Member registrations	08-Apr-11	Spring Conference Member Registration	99.94	9P0927746P7
505	Conference-Member registrations	10-Apr-11	Spring Conference Member Registration	125.00	3125
505	Conference-Member registrations	11-Apr-11	Spring Conference Member Registration	25.00	1408
505	Conference-Member registrations	11-Apr-11	Spring Conference Member Registration	45.37	4CX73841J54

Funds Requested	-
District Orders	-

This register is linked to all May monthly cash transactions. This is for reference only.

Net Income/(Loss)	(7,273.52)
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Account #	Account Name	Transaction Date	Description	USD	
				Amount	Check #
505	Conference-Member registrations	05-May-11	Aundrea Bradford	35.00	2012
505	Conference-Member registrations	06-May-11	Sheryl Johnson-Fambro	70.00	1185
505	Conference-Member registrations	06-May-11	Belinda Robinson	252.00	1759
505	Conference-Member registrations	06-May-11	Mayna Schumacher	179.00	2109
505	Conference-Member registrations	06-May-11	Gloria Hamilton	79.00	2587
505	Conference-Member registrations	06-May-11	Claudia M. Scott	110.00	3586
505	Conference-Member registrations	06-May-11	Jacqueline Harris	15.00	3685
570	District Store Revenue	06-May-11	Annie Wolock	12.00	4470
505	Conference-Member registrations	06-May-11	Josef A. Conrad	15.00	5687
570	District Store Revenue	06-May-11	Meirta McKenzie-Bennett	20.00	575
505	Conference-Member registrations	06-May-11	Annette Kinsey	45.00	753
505	Conference-Member registrations	07-May-11	Glenda Butler	(109.00)	1899
505	Conference-Member registrations	07-May-11	Curt Gottlieb, ACG/CL	(10.00)	1900
505	Conference-Member registrations	07-May-11	Dulce Renaud	(10.00)	1901
505	Conference-Member registrations	07-May-11	Mayna Schumacher	(10.00)	1902
760	ET-Mid Year Training Registration Fees (Top 3)	07-May-11	Ida Vance	(199.82)	1903
705	Marketing-Building new clubs	07-May-11	Ida Vance	(39.22)	1903
705	Marketing-Building new clubs	07-May-11	Ida Vance	(10.06)	1903
835	Travel-District-District governor/lt. governors	07-May-11	Ida Vance	(53.00)	1903
505	Conference-Member registrations	07-May-11	Anju Bhatia	(20.00)	1904
615	Conference-Programs and printing	07-May-11	Lori Harris, CC/ALB	(417.12)	1905
620	Conference-Audiovisual equipment	07-May-11	Zman Sounds	(1,225.00)	1906
620	Conference-Audiovisual equipment	07-May-11	Zman Sounds	150.00	1906
570	District Store Revenue	07-May-11	Janet Grimes	15.00	1000
570	District Store Revenue	07-May-11	Amy Abboud	16.00	1005
505	Conference-Member registrations	07-May-11	Paul Bednarski	45.00	102
570	District Store Revenue	07-May-11	Marilyn Hill	36.00	1043
505	Conference-Member registrations	07-May-11	Cleo Parker	35.00	11392
570	District Store Revenue	07-May-11	Privateer Productions	6.00	1317
570	District Store Revenue	07-May-11	Harold Vroman	35.25	1347
505	Conference-Member registrations	07-May-11	Concetta Zybell	35.00	1395
570	District Store Revenue	07-May-11	Concetta Zybell	128.00	1396

**Outstanding Items**

Total USD  
(3,090.75)

**Accruals/Unpaid Bills**

Total USD  
1,058.72

Transaction Date	Check #	Description	Amount
Deposits in Transit			
19-Nov-10			109.00
20-Nov-10			105.00
25-Jun-11			43.00
30-Jun-11			390.00
30-Jun-11			5.00
30-Jun-11			1,446.25
Outstanding Checks			
24-Jun-11	1920	Heather Lane	(597.78)
24-Jun-11	1921	Gayle Lawson	(98.94)
24-Jun-11	1925	Sharon Westwood	(127.96)
24-Jun-11	1926	University of Michigan - Dearb	(973.84)
24-Jun-11	1927	University of Michigan - Dearb	(151.90)
30-Jun-11	1929	Vera Johnson, DTM	(1,038.58)
30-Jun-11	1931	Heather Lane	(700.00)
30-Jun-11	1932	Park Place Catering Co. Inc.	(1,400.00)
30-Jun-11	1933	John Salalila	(40.00)
30-Jun-11	1934	Kevin Olmstead	(40.00)
01-Jun-11	1935	Arsh Bhatia	(20.00)

Transaction Date	Account #	Description	Amount
27-Jun-11	855	Vera Johnson - ICon expenses	1,058.72

USD			ACCT #	ACCOUNT NAME	USD		
ACTUAL	MONTH BUDGET	VARIANCE			ACTUAL	Y-T-D BUDGET	VARIANCE
1,500	1,247	253	500	Membership Revenue	29,986	28,609	1,377
				<b>Conferences</b>			
(75)	-	(75)	505	Conference-Member registrations	21,927	22,100	(173)
-	-	-	510	Conference-Spouse / guest registrations	204	-	204
-	-	-	515	Conference-Late registrations	100	-	100
-	-	-	520	Conference-Luncheon tickets	25	-	25
-	-	-	525	Conference-Banquet tickets	210	-	210
-	-	-	530	Conference-Speech contest	375	-	375
5	-	5	535	Conference-Raffle	285	300	(15)
-	-	-	540	Conference-Other Revenue	125	750	(625)
(70)	-	(70)		Total Revenue	23,252	23,150	102
(148)	-	(148)	610	Conference-supplies (not from TI)	(261)	-	(261)
(232)	-	(232)	615	Conference-Programs and printing	(971)	(900)	(71)
-	(300)	300	620	Conference-Audiovisual equipment	(2,460)	(2,900)	440
-	-	-	625	Conference-Hotel / meeting room expenses	(2,317)	(3,000)	683
-	-	-	630	Conference-Awards, certificates, etc.	(1,047)	(1,050)	3
-	-	-	635	Conference-Postage	(59)	-	(59)
-	-	-	640	Conference-Meal expense	(15,700)	(13,000)	(2,700)
(46)	-	(46)	645	Conference-Other Expenses	(2,236)	(2,300)	64
(427)	(300)	(127)		Total Expense	(25,052)	(23,150)	(1,902)
(497)	(300)	(197)		Net Income/(Loss) from Conferences	(1,800)	-	(1,800)
				<b>Fundraising</b>			
-	-	-	545	Fundraising Revenue-Event 1	-	-	-
-	-	-	550	Fundraising Revenue-Event 2	-	-	-
-	-	-	555	Fundraising Revenue-Event 3	-	-	-
-	-	-	560	Fundraising Revenue-Additional Events	-	-	-
-	-	-		Total Revenue	-	-	-
-	-	-	650	Fundraising Expense	-	-	-
-	-	-		Total Expense	-	-	-
-	-	-		Net Income/(Loss) from Fundraising	-	-	-
				<b>Leadership Institute (TLI)</b>			
-	-	-	565	TLI Revenue	-	-	-
-	-	-		Total Revenue	-	-	-
-	(50)	50	660	TLI-Supplies (not from TI)	-	(150)	150



USD			USD			
MONTH			ACCT # ACCOUNT NAME	Y-T-D		
ACTUAL	BUDGET	VARIANCE		ACTUAL	BUDGET	VARIANCE
(296)	(40)	(256)	665 TLI-Program and printing	(881)	(475)	(406)
-	-	-	670 TLI-Audiovisual equipment	(30)	(60)	30
(783)	-	(783)	675 TLI-Meeting room	(2,258)	(1,500)	(758)
-	-	-	680 TLI-Awards, certificates	-	-	-
-	-	-	685 TLI-Postage	-	-	-
(1,400)	-	(1,400)	690 TLI-Other Expense	(5,551)	(4,500)	(1,051)
(2,478)	(90)	(2,388)	Total Expense	(8,720)	(6,685)	(2,035)
(2,478)	(90)	(2,388)	Net Income/(Loss) from TLI	(8,720)	(6,685)	(2,035)
			<b>District Store</b>			
25	1,000	(975)	570 District Store Revenue	4,322	4,000	322
25	1,000	(975)	Total Revenue	4,322	4,000	322
(25)	-	(25)	695 District Store expenses (District Orders only)	(580)	(4,000)	3,420
-	(175)	175	700 District Store expenses (not from TI)	(3,619)	(350)	(3,269)
(25)	(175)	150	Total Expense	(4,199)	(4,350)	151
-	825	(825)	Net Income/(Loss) from District Store	123	(350)	473
			<b>Other Revenue</b>			
-	-	-	575 Donations	390	-	390
-	-	-	580 Interest	-	-	-
-	-	-	585 Miscellaneous-Revenue	-	-	-
-	-	-	Other Revenue	390	-	390
			<b>Marketing</b>			
(64)	(150)	86	705 Marketing-Building new clubs	(171)	(1,050)	879
(11)	(150)	139	710 Marketing-Membership growth	(11)	(1,300)	1,289
-	-	-	715 Marketing-Club coaches	-	(400)	400
-	(100)	100	720 Marketing-Rebuilding	-	(650)	650
-	(100)	100	725 Marketing-Recognition	(14)	(1,000)	986
-	(50)	50	730 Marketing-Other Expense	-	(600)	600
(75)	(550)	475	Total Marketing	(196)	(5,000)	4,804
			<b>Communication and Public Relations</b>			
(4)	(125)	121	735 CPR-District newsletter	(276)	(250)	(26)
-	-	-	740 CPR-Web page	(49)	(120)	71
-	-	-	745 CPR-Directory	(31)	(100)	69
-	(50)	50	750 CPR-Postage	-	(100)	100
-	(50)	50	755 CPR-Other-Expense	-	(600)	600
(4)	(225)	221	Total Communication and Public Relations	(356)	(1,170)	814
			<b>Education and Training</b>			
(200)	-	(200)	760 ET-Mid Year Training Registration Fees (Top 3)	(1,360)	(960)	(400)
-	-	-	765 ET-Distinguished clubs	-	(1,500)	1,500

USD			ACCT # ACCOUNT NAME	USD		
MONTH				Y-T-D		
ACTUAL	BUDGET	VARIANCE		ACTUAL	BUDGET	VARIANCE
-	-	-	770 ET-Training club officers	-	-	-
(940)	(1,100)	160	775 ET-Training division and area governors	(1,245)	(1,500)	255
-	-	-	780 ET-Distinguished areas and divisions	-	(600)	600
-	(125)	125	785 ET-Other Expense	(170)	(500)	330
<u>(1,141)</u>	<u>(1,225)</u>	<u>84</u>	Total Education and Training	<u>(2,775)</u>	<u>(5,060)</u>	<u>2,285</u>
			<b>Speech Contest</b>			
-	-	-	800 SC-Awards and certificates	(1,720)	(5,000)	3,280
-	-	-	805 SC-Other Expense	(24)	-	(24)
<u>-</u>	<u>-</u>	<u>-</u>	Total Speech Contest	<u>(1,743)</u>	<u>(5,000)</u>	<u>3,257</u>
			<b>Administration</b>			
-	(50)	50	810 Admin-Stationery	-	(100)	100
-	(40)	40	815 Admin-Phone	(370)	(480)	110
(157)	(50)	(107)	820 Admin-Postage	(195)	(200)	5
-	-	-	825 Admin-Website	(34)	(10)	(24)
(1,495)	(500)	(995)	830 Admin-Other Expense	(3,813)	(6,000)	2,187
<u>(1,652)</u>	<u>(640)</u>	<u>(1,012)</u>	Total Administration	<u>(4,412)</u>	<u>(6,790)</u>	<u>2,378</u>
			<b>Travel</b>			
(1,400)	(2,100)	700	835 Travel-District-District governor/lt. governors	(1,761)	(3,990)	2,229
(125)	(900)	775	840 Travel-District-Division governors	(125)	(900)	775
(200)	(2,550)	2,350	845 Travel-District-Area governors	(200)	(2,550)	2,350
(149)	(500)	351	850 Travel-District-Other district officers	(249)	(500)	251
-	-	-	855 Travel-Intrnl Convtn-District governor	(125)	(1,500)	1,375
-	-	-	860 Travel-Intrnl Convtn-Lt. governor education & training	(420)	(1,420)	1,000
-	-	-	865 Travel-Intrnl Convtn-Lt. governor marketing	(884)	(1,420)	536
-	-	-	870 Travel-Intrnl Convtn-Immediate past district governor	-	(1,420)	1,420
<u>(1,874)</u>	<u>(6,050)</u>	<u>4,176</u>	Total Travel	<u>(3,764)</u>	<u>(13,700)</u>	<u>9,936</u>
			<b>Other Expense</b>			
-	-	-	880 Equipment purchase	-	-	-
-	(500)	500	890 Miscellaneous Expenses	-	(500)	500
<u>-</u>	<u>(500)</u>	<u>500</u>	Total Other Expense	<u>-</u>	<u>(500)</u>	<u>500</u>
			<b>Net Income/(Loss)</b>	<u>6,732</u>	<u>(15,646)</u>	<u>22,378</u>

Following is a brief description/explanation of the Y-T-D actual Income/(Loss)/expenses as compared to what was budgeted. **Any variance, positive or negative, with 'EXPLAIN' in the L column requires an explanation of what caused the variance in order for this report to be considered complete and counted as received by WHQ.** The white rows are not password protected. A separate sheet may be used.

(Y-T-D variance is pulled from 'Variance to Budget Detail' tab.)

	USD		
	\$ Over(Under)	Budget	Variance %
<b>Membership Income/(Loss)</b>	<b>Variance \$</b>	<b>1,377</b>	<b>5% EXPLAIN</b>
<p>Membership income surpassed last FY income in May. A last-minute push in membership building activities pushed FYE2011 up 5% (or \$1,377 ) over last year.</p>			
<b>Conference Net Income/(Loss)</b>	<b>Variance \$</b>	<b>(1,800)</b>	<b>100% EXPLAIN</b>
<p>No membership income or expenses were seen in this period. The year ended with a net loss due to a \$2,590 loss on the Spring Conference due primarily to higher than anticipated meal costs as well as slightly higher than anticipated hotel meeting room rentals. Additionally, FYE2011 conference revenue was up \$1,474 for the Fall Conference but down \$1,378 for the Spring Conference compared to last FY. It may be prudent to examine registration revenues in the upcoming year and consider raising registration pricing or reducing expenses if revenues continue to fall.</p>			
<b>Fundraising Net Income/(Loss)</b>	<b>Variance \$</b>	<b>-</b>	<b>0%</b>
<p>No fundraising was undertaken.</p>			
<b>TLI Net Income/(Loss)</b>	<b>Variance \$</b>	<b>(2,035)</b>	<b>30% EXPLAIN</b>
<p>The District does not charge for or otherwise recoup any TLI expenses, thus the 30% variance is entirely due to expenses. \$1,400 of the \$2,035 that exceeded the budgeted amount was for catering expenses for the Summer TLI session for the incoming leadership. This expense would normally be reflected in next FY and thus was not included in this year's budget. The remaining overage was in printing and room rental costs.</p>			
<b>District Store - Net Income/(Loss)</b>	<b>Variance \$</b>	<b>473</b>	<b>-135% EXPLAIN</b>
<p>District store revenue slightly exceeded and expenses slightly fell short of expectations. This could be attributed to the timing of transactions caused by cash basis accounting, pent-up demand from extremely low inventory levels caused by the frozen funds, an alteration of product mix, or some other as of yet unexplained phenomenon.</p>			
<b>Other Revenue</b>	<b>Variance \$</b>	<b>390</b>	<b>100% EXPLAIN</b>
<p>We received a donation from a Toastmaster that was not included in the budget. (Thank you D Waylon Walton.)</p>			

Following is a brief description/explanation of the Y-T-D actual income/expenses as compared to what was budgeted. Any variance, positive or negative, with 'EXPLAIN' in the L column requires an explanation of what caused the variance in order for this report to be considered complete and counted as received by WHQ. The white rows are not password protected. A separate sheet may be used.

(Y-T-D variance is pulled from 'Variance to Budget Detail' tab.)

	USD		
	\$ Over(Under)	Budget	Variance %
<b>Marketing</b>	Variance \$	4,804	-96% EXPLAIN
<p>Funds were budgeted in this category to support the marketing plan which included a variety of incentives and initiatives aimed at new club development, member recruitment and club retention. Much of the money allocated to fully implement these plans (e.g. start-up club welcome kits, brochures, information packets, mailings, etc.) was unspent, largely due to a lack of available funds (our reserve account was frozen until mid Q3 leaving no cash in the local account to use for expenses). Some marketing initiatives were implemented without funds while other planned initiatives were forfeited or not implemented.</p>			
<b>Communications and public relations</b>	Variance \$	814	-70% EXPLAIN
<p>There were no postage expenses. The district directories were distributed electronically except to those people who specifically requested paper versions; the printing and distribution of these printed versions was less than expected. There were no "other" expenses.</p>			
<b>Education and training</b>	Variance \$	2,285	-45% EXPLAIN
<p>Similar to the marketing scenario, many of the incentives and programs that were planned were abandon or done without funding. TI deducted the training registration fees despite the fact that our account was frozen and the Area and Division Governer training occurred before and after our funds were frozen.</p>			
<b>Speech contests</b>	Variance \$	3,257	-65% EXPLAIN
<p>Our budget for speech contest trophies was based on prior years purchases from TI. However, we were able to find another vendor for the same trophies at a substantially reduced cost (thanks Karen). Thus, our contest budget was significantly lower than budgeted.</p>			
<b>Administration</b>	Variance \$	2,378	-35% EXPLAIN
<p>No stationary printed professionally and, thus, this line item was not spent. The majority of the variance is related to "other" expenses, a majority of which were spent on meeting room and catering expenses for the DEC meetings. There were relatively few expenses outside of these meetings causing 36% of the funds allocated for other miscellaneous expenses to go unspent.</p>			
<b>Travel</b>	Variance \$	9,936	-73% EXPLAIN
<p>Travel reimbursements were underspent in every line item. It is common that most officers eligible for travel reimbursements do not apply for them.</p>			
<b>Other Expense</b>	Variance \$	500	-100% EXPLAIN
<p>There were no expenses in this category.</p>			

**INSTRUCTIONS:**

1. Print out entire Budget Report including narrative and certification sheet.
2. Obtain related signature below. **This certification must be complete in order for the report to be considered received by the WHQ.**
3. Submit approved report to World Headquarters as follows:
  - \* Email Excel file to **DistrictFinancialReports@toastmasters.org**
  - \* Also send a hard copy of ONLY the Summary tab and completed Certification page by:
    - \* Scanning and emailing to the above address
    - \* Or fax to (949) 589-3456
4. Due at WHQ by August 31, 2011

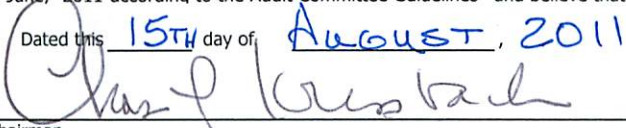
**NOTE 1:** Reserve funds can not be released until completed reports are turned in to WHQ  
**NOTE 2:** Electronic signatures are not acceptable

USD (From Variance to Budget Detail tab)		USD (From Summary tab)	
Net Income/(Loss)		TOTAL FUNDS AVAILABLE	
Monthly	Y-T-D	At Month End	
(6,221)	6,732	25,041	

**District:**

1. We, the undersigned members of the Audit Committee, have examined the records of District 28 for the twelve months from July, 2010 to June, 2011 according to the Audit Committee Guidelines\* and believe that this report properly reflects the operation for that period.

Dated this 15<sup>th</sup> day of August, 2011

  
 \_\_\_\_\_  
 Chairman

  
 \_\_\_\_\_  
 Member

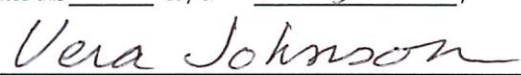
  
 \_\_\_\_\_  
 Member


\* Audit Committee Guidelines are available at the District Finance Corner. [www.toastmasters.org/AuditGuide.aspx](http://www.toastmasters.org/AuditGuide.aspx)

**NOTE:** Audit committee members cannot be members of the district executive committee (e.g., district governor, lt. governors, immediate past district governor, secretary, treasurer, public relations officer, division governors, area governors. )

2. We, the undersigned, certify that all district financial records have been made available to the audit committee for inspection and that any unpaid bills or other outstanding obligations for the twelve months ending June 30, 2011 have been reported to the audit committee for inclusion in accruals section of this audit. We further certify that there are no other outstanding district obligations incurred for the period July, 2010 to June, 2011

Dated this 15 day of August,

  
 \_\_\_\_\_  
 District Governor (for the year audited)

 8/15/11  
 \_\_\_\_\_  
 District Treasurer (for the year audited)