



**TOASTMASTERS INTERNATIONAL
MIDYEAR AUDIT REPORT - DISTRICT NO.**

Due at WHQ by February 15, 2010

THE DECEMBER TREASURER REPORT MUST BE COMPLETED PRIOR TO OPENING THIS FORM
FOR THE PERIOD JULY 1, 2009 - DECEMBER 31, 2009

I. FUNDS AVAILABLE		ACTUAL	BUDGET	(OVER) UNDER VARIANCE
Acct.#	A. BEGINNING BALANCES:			
120	Balance in district reserve account at WHQ on July 1, 2009	23,330.11	23,330.11	-
100	Reconciled balance in district local bank account(s) on July 1, 2009	139.93	139.93	-
	TOTAL BEGINNING BALANCE	23,470.04 A	23,470.04 A	- A
	B. ESTIMATED NEW FUNDS AVAILABLE - INCOME:			
400	Add : Membership income from World Headquarters	13,117.78 B	28,312.63 B	15,194.85 B
	C. OTHER INCOME:			
410	Fall conference net income	(121.06)	-	121.06
430	Spring convention net income	(351.63)	-	351.63
480	Interest	-	-	-
490	Other: DEC Reimbursements, Marathon MEPAC, and	393.00	133	(260.00)
	DEC Reimbursement refunds	-	N/A	N/A
	N/A	-	N/A	N/A
	Total other income	(79.69) C	133.00 C	212.69 C
	TOTAL FUNDS AVAILABLE (A plus B plus C)	36,508.13 D	51,915.67 D	15,407.54 D
II.	EXPENSES:			
600	A. Marketing	133.96	6,000.00	5,866.04
610	B. Communications and public relations	25.29	1,250.00	1,224.71
620	C. Education and training	380.80	4,500.00	4,119.20
630	D. Speech contests	2,587.57	4,334.00	1,746.43
640	E. Administration	2,254.26	6,670.00	4,415.74
650	F. Travel	3,165.09	13,090.00	9,924.91
700	G. Other	-	1,000.00	1,000.00
	TOTAL EXPENSES	8,546.97 E	36,844.00 E	28,297.03 E
III.	570 LEADERSHIP INSTITUTE	3,345.32 F	6,850.00 F	3,504.68 F
IV.	DISTRICT STORE			
450	1. Sales	-	5,000.00	5,000.00
551	2. Purchases from WHQ	(2,322.10)	(5,300.00)	(2,977.90)
559	3. Other store expenses	-	(50.00)	(50.00)
	DISTRICT STORE INCOME (LOSS), NET	(2,322.10) G	(350.00) G	1,972.10 G
V.	200 OUTSTANDING BILLS / OBLIGATIONS (Line 8 from page 2)	(34.15) H	N/A H	(34.15) H
VI.	NET FUNDS AVAILABLE AT December 31, 2009 (D - E - F + G + H)	22,259.59 I	7,871.67	(14,387.92)

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VII. DISTRICT FUNDS ANALYSIS (district share of membership dues)	<u>ACTUAL</u>
1. Balance in district reserve account at World Headquarters on July 1, 2009	23,330.11
2. Add: Membership income from WHQ	<u>13,117.78</u>
3. SUB TOTAL	36,447.89
4. DEDUCT: Funds requests from WHQ during July 1 to December 31	(10,000.00)
DEDUCT: Purchases from WHQ during July 1 to December 31	<u>(5,250.79)</u>
5. District reserve account balance on December 31, 2009 (line 3 minus line 4) (This figure must agree with the district reserve statement at December 31, cell O14)	<u><u>21,197.10</u></u>
 ANALYSIS OF CASH BALANCE AS OF DECEMBER 31, 2009	
6. Reconciled balance in district local bank account(s) December 31, 2009 (Includes funds in any division, area or other accounts)	1,096.64
7. ADD: Balance in district reserve account at World Headquarters (line 5 above)	21,197.10
8. DEDUCT: Unpaid bills / obligations at December 31 (INPUT NEGATIVE NUMBER)	(34.15)
TOTAL CASH AVAILABLE (agrees with page 1, Sec. VI, line I)	<u><u>22,259.59</u></u>

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Following is a brief description/explanation of the actual expenses as compared to what was budgeted. Any variance, positive or negative requires an explanation of what caused the variance. The white rows are not password protected. Users may adjust the white area as necessary by adjusting the row height. Alternatively, a separate sheet may be used. **Each section of this narrative page must be completed in order for this report to be considered complete and counted as received by WHQ.**

Funds available (Section I)

Year-to-date membership income is down by \$203.35 (-1.5%) compared to the same period in FY2008-2009. It is necessary to closely watch cash flow in the district's bank accounts.

Marketing (Section II, A)

Only a few marketing initiatives requiring expenditure of funds have taken place in the first six months of the fiscal year.

Communications and public relations (Section II, B)

All expenditures are related to the district's website. The district has encourage the digital transmission of the newsletter and directory. Paper copies can be produced for those who request them.

Education and training (Section II, C)

Expenditures in this section are related to the training of area and division governors.

Speech contests (Section II, D)

The expenditures covering the fall contests represents **59.7%** of the speech contest budget. The cost of this year's fall contests is **9.5%** higher than the contest expenses at this same time last fiscal year. The recent reorganization of the district has resulted in more area and division contests to cover.

Administration (Section II, E)

Expenses are within budget. Conference calls in lieu of in-person District Executive Committee meetings are being explored as a lower cost alternative.

Travel (Section II, F)

Mid-year training is likely to come in over budget. The registration fee increased 147% from \$172 USD to \$425.23 USD. The district treasurer is working on a refund of a "no show" charge to the district's debit card. Only a few mileage reimbursement requests have been submitted. Reimbursement is pending transfer of funds to cover cash flow issues with the district's checking account.

Other (Section II, G)

None.

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Leadership Institute (Section III)

Expenses for the summer TLIs are within budget.

District Store Income and Expenses (Section IV)

Income from bookstore sales from summer TLIs and the Fall conference have not been submitted to the treasurer before the end of the six-month audit period.

Fall Conference Net Income (Section I, C, 1)

The Fall Conference had a small net loss. The loss may have been the result of some attendees signing up for less costly registration options to save money. Due to a problem with the PayPal setup, the early bird discount was extended for a week.

Spring Conference Net Income (Section I, C, 2)

Some conference supplies were purchased and divided between the Fall conference and Spring conference.

INSTRUCTIONS:

1. Print out entire MidYear Treasurer's Report including narrative and certification sheet.
2. Obtain related signature below. **This certification page must be complete in order for the report to be considered received by WHQ.**
3. Mail original signed copy to WHQ, along with December monthly treasurer's report.
4. Due at WHQ by February 15, 2010

NOTE: Submit approved report to World Headquarters
Any one of the following methods is acceptable:
* Scan and email to kvangunst@toastmasters.org
* Fax to 949-858-1207
* Mail to:
Toastmasters International
Attn: Volunteer Support Services
P.O. Box 9052
Mission Viejo, CA 92690

VI. CERTIFICATION

District:

1. We, the undersigned members of the Audit Committee, have examined the records of District _____ for the six months from July 1, 2009 to December 31, 2009 and believe that this report properly reflects the operation for that period.

Dated this 15th day of February, 2010

Paul M. Howitt
Chairman

Michael D. Sabatowski
Member

Anthony J. Slawinski
Member

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 six months ending December 31, 2009 have been reported to the audit committee for inclusion in Section V of this audit. We further certify that there are no other outstanding district obligations incurred for the period July 1, 2009 to December 31, 2009 .

Dated this 30th day of January, 2010

[Signature]
District Governor (for the year audited)

[Signature]
District Treasurer (for the year audited)

