



**TOASTMASTERS INTERNATIONAL
YEAR END AUDIT REPORT - DISTRICT NO.**

Due at WHQ by August 31, 2010

THE JUNE TREASURER REPORT MUST BE COMPLETED PRIOR TO OPENING THIS FORM
FOR THE PERIOD JULY 1, 2009 - JUNE 30, 2010

I. FUNDS AVAILABLE		<u>ACTUAL</u>	<u>BUDGET</u>	<u>(OVER) UNDER VARIANCE</u>
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	23,470.04	-
		A	A	A
	B. ESTIMATED NEW FUNDS AVAILABLE - INCOME:			
400	Add : Membership income from World Headquarters	28,608.84	28,312.63	(296.21)
	B		B	B
	C. OTHER INCOME:			
410	Fall conference net income	(167.68)	-	167.68
430	Spring convention net income	(103.39)	-	103.39
480	Interest	-	-	-
490	Other: DEC Reimbursements, Marathon MEPAC, and	738.00	133.00	(605.00)
	DEC Reimbursement refunds	-	N/A	N/A
	Memorial Donation	50.00	N/A	N/A
	Total other income	516.93	133.00	(383.93)
	C		C	C
	TOTAL FUNDS AVAILABLE (A plus B plus C)	52,595.81	51,915.67	(680.14)
		D	D	D
	II. EXPENSES:			
600	A. Marketing	767.11	6,000.00	5,232.89
610	B. Communications and public relations	434.99	1,250.00	815.01
620	C. Education and training	2,089.74	4,500.00	2,410.26
630	D. Speech contests	5,148.13	4,334.00	(814.13)
640	E. Administration	4,820.15	6,670.00	1,849.85
650	F. Travel	6,466.72	13,090.00	6,623.28
700	G. Other	-	1,000.00	1,000.00
	TOTAL EXPENSES	19,726.84	36,844.00	17,117.16
		E	E	E
	III. 570 LEADERSHIP INSTITUTE	6,646.16	6,850.00	203.84
		F	F	F
	IV. DISTRICT STORE:			
450	1. Sales	3,274.53	5,000.00	1,725.47
551	2. Purchases from WHQ	(3,698.08)	(5,300.00)	(1,601.92)
559	3. Other store expenses	(338.99)	(50.00)	288.99
	DISTRICT STORE INCOME (LOS), NET	(762.54)	(350.00)	412.54
		G	G	G
	V. 200 OUTSTANDING BILLS / OBLIGATIONS (Line 8 from page 2)	-	N/A	-
		H	H	H
	VI. NET FUNDS AVAILABLE AT JUNE 30, 2010 (D - E - F + G + H)	25,460.27	7,871.67	(17,588.60)
		I	I	I

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VII. DISTRICT FUNDS ANALYSIS (District share of membership fees)

ACTUAL

1. Balance in District Reserve Account at World Headquarters on July 1, 2009	23,330.11
2. Add: Membership income from WHQ	<u>28,608.84</u>
3. SUB TOTAL	51,938.95
4. DEDUCT: Funds requests from WHQ during July 1 to June 30	(17,000.00)
DEDUCT: Purchases from WHQ during July 1 to June 30	<u>(8,948.34)</u>
5. District reserve account Balance on June 30, 2010 (line 3 minus line 4) (This figure must agree with the district reserve statement at June 30, cell O14)	<u><u>25,990.61</u></u>

ANALYSIS OF CASH BALANCE AS OF June 30, 2010

6. Reconciled balance in district local bank account(s) June 30, 2010 (Includes funds in any division, area or other accounts)	(530.34)
7. ADD: Balance in district reserve account at World Headquarters (line 5 above)	25,990.61
8. DEDUCT: Unpaid bills / obligations at June 30 (INPUT NEGATIVE NUMBER)	<div style="border: 1px solid black; padding: 2px; display: inline-block;">-</div>
TOTAL CASH AVAILABLE (agrees with page 1, Section VI, line I)	<u><u>25,460.27</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)

Membership revenue was flat or slightly below the prior fiscal year. These revenues rebounded at the end of the fiscal year. The District ended the year with an increase of a little over 1% compared to the prior fiscal year.

Marketing (Section II, A)

Communications and public relations (Section II, B)

Education and training (Section II, C)

Speech contests (Section II, D)

The cost of speech contest came in 18.8% over budget. This was largely due to significant price increases for trophies and certificates from WHQ. A more detailed analysis was provided with the March 2010 report.

Administration (Section II, E)

Travel (Section II, F)

Other (Section II, G)

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Leadership Institute (Section III)

District Store Income and Expenses (Section IV)

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

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

INSTRUCTIONS:

1. Print out entire Year End Audit 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 along with June monthly treasurer report
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
4. Due at WHQ by August 31, 2010

NOTE: Electronic signatures are not acceptable

VI. CERTIFICATION

District:

1. We, the undersigned members of the audit committee, have examined the records of district _____ for the twelve months from July 1, 2009 to June 30, 2010 and believe that this report properly reflects the operation for that period.

Dated this _____ day of _____, _____

Chairman

Member

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 twelve months ending June 30, 2010 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 June 30, 2010

Dated this _____ day of _____, _____

District Governor (for the year audited)

District Treasurer (for the year audited)

