



TOASTMASTERS INTERNATIONAL
Certification for
September
2014-2015

DISTRICT **3**

INSTRUCTIONS:

1. Complete all sections on the Narrative tab.
2. Fill in the white cells below with the appropriate information and print out this page.
3. Obtain related signature below. **Electronic signatures are not acceptable.**
4. Distribute monthly reports per Toastmasters International protocol 8.4, to the district governor and lieutenant governors within 30 days after the end of the month.
5. **Quarter reports due to World Headquarters:**
 - * September Report: **October 31**
 - * December (Audit) Report: **February 15**
 - * March Report: **April 30**
 - * June (Audit) Report: **August 31**
6. Submit approved narratives and certification page to World Headquarters by email or fax:
 - * Scan and email the PDF to **DistrictFinancialReports@toastmasters.org**
 - * Or fax to (949) 589-3456

NOTE: This certification form must be complete for the report to be accepted by World Headquarters. Reserve funds will not be released until World Headquarters receives the completed report.

In Base Currency	
Monthly Net Income/(Loss)	20,162.27
Year to Date Net Income/(Loss)	1,989.78
Total Available Funds	47,870.99

1. 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 2014-2015 term have been reported to the audit committee and included in accruals section of this audit. We further certify that there are no other outstanding district obligations incurred for the 2014-2015 term.

Dated this 24 day of October

Hollie V. Adams
 District governor (for the year audited)

[Signature]
 District treasurer (for the year audited)

Complete only for the Mid-year Report and Year-end Report:

2. We, the undersigned members of the Audit Committee, have examined the records of District 3 for the 2014-2015 term in accordance with the Audit Committee Guidelines* and believe that this report properly reflects the operation for that term.

Dated this _____ day of _____

 Chairman

 Member

 Member

* Audit Committee Guidelines are available at the District Finance Corner: www.toastmasters.org/AuditGuide

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



TOASTMASTERS INTERNATIONAL
Narratives for
September
2014-2015

DISTRICT 3

In the following white cells, include a brief narrative (description/explanation) of the monthly income, revenues and expenses associated with each category of the Treasurer's Report. Explain if the monthly activities aligned or did not align with the district budget and the District Success Plan. A separate sheet may be used. For each of the four Quarter Reports, **all sections of this narrative page must be completed in order for the report to be accepted by World Headquarters.** The questions in the boxes are to help you formulate narratives. Delete the questions, and replace them with your narratives.

Membership Revenue

Three new clubs were chartered in September. Demo Meetings are being held. Smedley Membership Contest was promoted. September was club dues renewal month.

Conference Net Income/(Loss)

Conference revenue has started to pick up this month due to registrations being received. We received \$1,445 in conference registrations. Toastmasters International accrues these revenues and expenses until the month of the event.

Fundraising Net Income/(Loss)

No fundraising events took place this month. Year to date we are over budget \$3,083. This is due in part to additional expenses for meals at our July Jubilee. It was decided by last year's Trio not to pass on the additional meal expense to the members.

TLI Net Income/(Loss)

TLI kick off meeting was held this month. Deposits for venues for the upcoming winter TLI events were made. TLI is over budget for the year by \$2,559. This was due in part to unforeseen additional expenses at a couple of our venues during the summer season. The District has found that food prices have increased dramatically between reserving the venues and the date of the event.

District Store Net Income/(Loss)

District 3 does not have a store.

Other Revenue

No unexpected revenue this month.



TOASTMASTERS INTERNATIONAL
Narratives for
September
2014-2015

DISTRICT 3

In the following white cells, include a brief narrative (description/explanation) of the monthly income, revenues and expenses associated with each category of the Treasurer's Report. Explain if the monthly activities aligned or did not align with the district budget and the District Success Plan. A separate sheet may be used. For each of the four Quarter Reports, **all sections of this narrative page must be completed in order for the report to be accepted by World Headquarters**. The questions in the boxes are to help you formulate narratives. Delete the questions, and replace them with your narratives.

Marketing

Efforts concentrated on building new clubs. Several demo meetings were held this month. Flyers for Smedley Membership Contest were printed. New banners were ordered as incentives for new clubs. The District is under budget by \$2591 for year to date. We believe we will be back in budget within the next two months due to timing of payments.

Communications and Public Relations

The District received quotes for the publishing of our quarterly newsletter the Roadrunner. A deposit was processed for our November event in Tucson in November. We are under budget year to date by \$3,260; however the payment for the Roadrunner was not processed until October.

Education and Training

Area and Division Governors' training took place on September 20. Area Governors' Visit Reports' improvements were highlighted. Speech contest issues were covered. Mentoring presentation and activity to reinforce the importance of mentors and mentoring.

Speech contests

There were 44 Area Speech Contests held throughout the month. The winners of these contests will participate in the eight Division contest in October.

Administration

The District is right in line with the administration budget. The majority of administration costs for this month were bank charges and printing.

Travel

Travel expense for September covered travel by Area Governors to their distant clubs, and the expenses to cover the International Convention of our Lieutenant Governor Marketing. We are under budget year to date by \$2986. The District Governor's convention expenses will be paid in October which will bring us right in line with our budget.

Other Expenses

There were no other expenses this month.

District 3
Available Funds (in USD)
Month Ending 09/30/2014

Available Funds	
Cash & District Reserve	
Cash	
Cash - Bank of America (6622)	
Total Cash	<u>8,959.79</u>
District Reserve	<u>8,959.79</u>
Total Cash & District Reserve	<u>58,427.20</u>
Minimum District Reserve Required at Year End	<u>67,386.99</u>
Total Available Funds	<u><u>(19,516.00)</u></u> <u><u>47,870.99</u></u>

District 3
Balance Sheet (in USD)
07/01/2014 Through 09/30/2014

	Actual
Assets	
Current Assets	
Cash and Cash Equivalents	67,386.99
Prepaid Expenses	9,621.00
Total Current Assets	77,007.99
Total Assets	\$ 77,007.99
Liabilities and Equity	
Liabilities	
Current Liabilities	
Accounts Payable	500.00
Accrued Liabilities	59.62
Deferred Revenue	7,750.00
Total Current Liabilities	8,309.62
Total Liabilities	8,309.62
Stockholders Equity	
Net Assets	66,708.59
Net Income (Loss)	1,989.78
Total Stockholders Equity	68,698.37
Total Liabilities and Equity	\$ 77,007.99

District 3 Treasurer's Report (Actual vs. Budget Summary) (in USD)

Month Ending 09/30/2014			07/01/2014 Through 09/30/2014		
Actual	Budget	Variance	Actual	Budget	Variance
District Revenue					
24,976.50	25,020.00	(43.50)	27,951.00	26,909.00	1,042.00
0.00	0.00	0.00	3,471.00	3,432.00	39.00
0.00	0.00	0.00	2,374.00	2,388.00	(14.00)
24,976.50	25,020.00	(43.50)	33,796.00	32,729.00	1,067.00
District Expenses					
0.00	0.00	0.00	500.00	0.00	500.00
0.00	0.00	0.00	10,338.66	7,294.00	3,082.66
992.43	625.00	(367.43)	10,433.55	7,975.00	2,558.55
575.00	2,005.00	(1,430.00)	3,379.23	5,970.00	(2,590.77)
444.95	3,835.00	(3,390.05)	575.00	3,835.00	(3,260.00)
512.89	450.00	67.89	1,071.96	1,403.00	(333.04)
2,328.95	930.00	(1,398.95)	2,835.49	3,495.00	(660.51)
4,814.23	200.00	(4,614.23)	2,674.33	5,660.00	(2,985.67)
16,975.00	8,045.00	(8,930.00)	31,806.22	35,295.00	(3,488.78)
20,162.27	16,975.00	(3,187.27)	1,988.78	(4,766.00)	(6,755.22)
Total District Revenue					
Total District Expenses					
Total Net Income					

District 3
Sales Register (09/01/2014 - 09/30/2014)

Date	Customer	Inv#/Adj#	Due Date	Description	Curr	Trans. Amount	Base Amount(USD)	Amount Paid (USD)
09/08/2014	C-00000484-Fa	INV-00029324	09/08/2014		USD	165.00	165.00	165.00
09/10/2014	C-00000484-Fa	INV-00029325	09/10/2014		USD	165.00	165.00	165.00
09/15/2014	C-00000484-Fa	INV-00029326	09/15/2014		USD	345.00	345.00	345.00
09/16/2014	C-00000484-Fa	INV-00029327	09/16/2014		USD	165.00	165.00	165.00
09/25/2014	C-00000484-Fa	INV-00029328	09/25/2014		USD	290.00	290.00	290.00
09/26/2014	C-00000484-Fa	INV-00029329	09/26/2014		USD	95.00	95.00	95.00
09/30/2014	C-00000484-Fa	INV-00029330	09/30/2014		USD	220.00	220.00	220.00
		Total					1,445.00	1,445.00

District 3 Check Register

Date	Vendor	Check No	Txn Curr	Txn Base Amount Curr	Amount	Cleared
Bank: 6622 Checking - Bank of America		Account No: [REDACTED]				
09/26/2014	V-00000312--Eamwarecor		USD	69.95 USD	69.95	09/30/2014
09/26/2014	V-00001587--Century Link 602254		USD	25.11 USD	25.11	09/30/2014
09/23/2014	V-00002053--Tucson Meet Yourself		USD	575.00 USD	575.00	09/30/2014
09/22/2014	V-00001588--Century Link 520749		USD	29.22 USD	29.22	09/30/2014
09/20/2014	V-00006746--Rangel, Laurie	7023.	USD	0.40 USD	0.40	09/30/2014
09/20/2014	V-00011007--Hilton Phoenix Airport	7022	USD	375.00 USD	375.00	09/30/2014
09/20/2014	V-00007561--Holiday Inn & Suites	7021	USD	250.00 USD	250.00	09/30/2014
09/20/2014	V-00004403--Nancy Goins	7020	USD	130.26 USD	130.26	In Transit
09/20/2014	V-00016316--Jan Byrd	7019	USD	2,308.55 USD	2,308.55	09/30/2014
09/20/2014	V-00006039--Hallie Adams	7018	USD	842.57 USD	842.57	09/30/2014
09/20/2014	V-00006746--Rangel, Laurie	7023	USD	194.56 USD	194.56	09/30/2014
09/20/2014	V-00004402--Golf Academy of America	7024	USD	250.00 USD	250.00	09/30/2014
09/08/2014	V-00000307--Capital Merchant Gateway Fee		USD	34.85 USD	34.85	09/30/2014
09/03/2014	V-00000308--Authnet Gateway Fee		USD	10.00 USD	10.00	09/30/2014
09/02/2014	V-00000306--Mailchimp.Com		USD	42.50 USD	42.50	09/30/2014
09/02/2014	V-00000305--Bank Card Merchant Fees		USD	301.26 USD	301.26	09/30/2014

**District 3
Reconciliation Report
As Of 09/30/2014
Account: Cash - Bank of America (6622)**

Statement Ending Balance	9,458.13
Deposits in Transit	0.00
Outstanding Checks and Charges	(498.34)
Adjusted Bank Balance	8,959.79
Book Balance	8,959.79
Adjustments*	0.00
Adjusted Book Balance	8,959.79

Total Checks and Charges Cleared	5,719.57	Total Deposits Cleared	1,445.00
----------------------------------	----------	------------------------	----------

Deposits

Name	Memo	Date	Doc No	Cleared	In Transit
Fall Conference		09/08/2014		165.00	
Fall Conference		09/10/2014		165.00	
Fall Conference		09/15/2014		345.00	
Fall Conference		09/16/2014		165.00	
Fall Conference		09/25/2014		290.00	
Fall Conference		09/26/2014		95.00	
Fall Conference		09/30/2014		220.00	
Total Deposits				1,445.00	0.00

Checks and Charges

Name	Memo	Date	Check No	Cleared	Outstanding
AZ State Schools for the Deaf and Blind		03/29/2014	6958		250.00
Linda Tapley	6977	05/04/2014			43.32
Joan McCarrell		08/13/2014	7013	158.62	
Kevin Taylor		08/13/2014	7014	149.24	
Connie Weiss		08/28/2014	7015		74.76
RC Type, Print & Direct Mail		08/28/2014	7016	102.74	
Bank Card Merchant Fees		09/02/2014		301.26	
Mailchimp.Com		09/02/2014		42.50	
Authnet Gateway Fee		09/03/2014		10.00	
Capital Merchant Gateway Fee		09/08/2014		34.85	
Hallie Adams		09/20/2014	7018	842.57	
Jan Byrd		09/20/2014	7019	2,308.55	
Nancy Goins		09/20/2014	7020		130.26
Holiday Inn & Suites		09/20/2014	7021	250.00	
Hilton Phoenix Airport		09/20/2014	7022	375.00	
Rangel, Laurie		09/20/2014	7023	194.56	
Golf Academy of America		09/20/2014	7024	250.00	
Rangel, Laurie		09/20/2014	7023,	0.40	
Century Link 520749		09/22/2014		29.22	
Tucson Meet Yourself		09/23/2014		575.00	
Eamwarecor		09/26/2014		69.95	
Century Link 602254		09/26/2014		25.11	
Total Checks and Charges				5,719.57	498.34

District 3
Reconciliation Report
 As Of 09/30/2014
 Account: District Reserve Receivable

Statement Ending Balance		58,427.20
Deposits in Transit		0.00
Outstanding Checks and Charges		0.00
Adjusted Bank Balance		58,427.20
Book Balance		58,427.20
Adjustments*		0.00
Adjusted Book Balance		58,427.20

Total Checks and Charges Cleared	0.00	Total Deposits Cleared	24,976.50
----------------------------------	------	------------------------	-----------

Deposits

Name	Memo	Date	Doc No	Cleared	In Transit
General Ledger Entry	September 2014 Membership Revenue	09/30/2014		24,976.50	
Total Deposits				24,976.50	0.00

Checks and Charges

Name	Memo	Date	Check No	Cleared	Outstanding
Total Checks and Charges				0.00	0.00

District 3 Trial Balance

Account Number	Account Name	Opening Balance(USD) on 09/01/2014	Debit(USD)	Credit(USD)	Adj Debit(USD)	Adj Credit(USD)	Closing Balance(USD) on 09/30/2014
1005-003001	Cash - Bank of America (6622)	12,954.02	1,445.00	5,439.23	0.00	0.00	8,959.79
2001-003000	District Reserve Receivable	33,450.70	24,976.50	0.00	0.00	0.00	58,427.20
3214-000000	Prepaid Room Rental Event Expense	8,996.00	625.00	0.00	0.00	0.00	9,621.00
4010-000000	Accounts Payable	(500.00)	5,439.23	5,439.23	0.00	0.00	(500.00)
4115-000000	Accrued Liabilities - Old Outstanding Checks	(59.62)	0.00	0.00	0.00	0.00	(59.62)
4225-000000	Deferred Revenue - Registration & Tickets	(6,305.00)	0.00	1,445.00	0.00	0.00	(7,750.00)
5010-000000	Net Assets	(48,536.10)	0.00	0.00	0.00	0.00	(48,536.10)
6005-000000	Membership Revenue	0.00	0.00	24,976.50	0.00	0.00	(24,976.50)
7010-000000	Awards Expense (Trophies, Plaques, Ribbons & Certificates)	0.00	842.57	0.00	0.00	0.00	842.57
7014-000000	Room Rental Event Expense	0.00	1,450.00	625.00	0.00	0.00	825.00
7026-000000	Website Expense	0.00	112.45	0.00	0.00	0.00	112.45
7032-000000	Telephone Expense	0.00	54.33	0.00	0.00	0.00	54.33
7056-000000	Convention Registration Fees Expense	0.00	510.00	0.00	0.00	0.00	510.00
7058-000000	Lodging Expense	0.00	1,798.55	0.00	0.00	0.00	1,798.55
7062-000000	Transportation - Mileage Expense	0.00	20.40	0.00	0.00	0.00	20.40
7070-000000	Bank Charges & Credit Card Fee Expense	0.00	346.11	0.00	0.00	0.00	346.11
7078-000000	Food Expense	0.00	194.96	0.00	0.00	0.00	194.96
7082-000000	Incentives	0.00	109.86	0.00	0.00	0.00	109.86
Totals:		0.00	37,924.96	37,924.96	0.00	0.00	0.00

**District 3
Treasurer's Report (Actual vs. Budget GL Detail) (in USD)**

	Month Ending 09/30/2014	07/01/2014 Through 09/30/2014	
	Actual	Budget	Variance
District Revenue			
Membership Revenue			
6005-000000 - Membership Revenue	24,976.50	25,020.00	(43.50)
Total Membership Revenue	24,976.50	25,020.00	(43.50)
Fundraising Revenue			
6025-000000 - Registration & Ticket Revenue	0.00	0.00	0.00
Total Registration & Tickets	0.00	0.00	0.00
Other			
6020-000000 - Miscellaneous Income	0.00	0.00	0.00
6050-000000 - Refunds - Registration & Tickets	0.00	0.00	0.00
Total Other	0.00	0.00	0.00
Total Non Registration	0.00	0.00	0.00
Total Fundraising Revenue	0.00	0.00	0.00
TLI Revenue			
Registration & Tickets			
Registration - Member			
6025-000000 - Registration & Ticket Revenue	0.00	0.00	0.00
Total Registration - Member	0.00	0.00	0.00
Registration - Training			
6025-000000 - Registration & Ticket Revenue	0.00	0.00	0.00
Total Registration - Training	0.00	0.00	0.00
Total Registration & Tickets	0.00	0.00	0.00
Non Registration			
6020-000000 - Miscellaneous Income	0.00	0.00	0.00
6050-000000 - Refunds - Registration & Tickets	0.00	0.00	0.00
Total Non Registration	0.00	0.00	0.00
Total TLI Revenue	0.00	0.00	0.00
Total District Revenue	24,976.50	25,020.00	(43.50)
District Expenses			
Conference Expenses			
7022-000000 - Audio Visual Expense	0.00	0.00	0.00
Total Conference Expenses	0.00	0.00	0.00
Fundraising Expenses			
7010-000000 - Awards Expense (Trophies, Plaques, Ribbons & Certificates)	0.00	0.00	0.00
7014-000000 - Room Rental Event Expense	0.00	0.00	0.00
7016-000000 - Decorations Expense	0.00	0.00	0.00
7078-000000 - Food Expense	0.00	0.00	0.00
7086-000000 - Miscellaneous Expenses	0.00	0.00	0.00
Total Fundraising Expenses	0.00	0.00	0.00
TLI Expenses			
7012-000000 - Supplies & Stationery Expense	0.00	0.00	0.00
7014-000000 - Room Rental Event Expense	0.00	0.00	0.00
7016-000000 - Meal Event Expense	0.00	0.00	0.00
7020-000000 - Printing Expense	0.00	0.00	0.00
7086-000000 - Miscellaneous Expenses	0.00	0.00	0.00
7090-000000 - Equipment Rental	0.00	0.00	0.00
Total TLI Expenses	0.00	0.00	0.00
Marketing Expense			
Building New Clubs			
7008-000000 - Promotional Materials	0.00	450.00	(450.00)
7020-000000 - Printing Expense	0.00	0.00	0.00
7082-000000 - Incentives	0.00	300.00	(300.00)
Total Building New Clubs	0.00	750.00	(750.00)
Membership Growth			
7010-000000 - Awards Expense (Trophies, Plaques,	0.00	0.00	0.00

**District 3
Treasurer's Report (Actual vs. Budget GL Detail) (in USD)**

	Month Ending 09/30/2014	Budget	Variance	07/01/2014 Through 09/30/2014	Budget	Variance
Actual	0.00	250.00	(250.00)	0.00	250.00	(250.00)
	109.86	115.00	(5.14)	1,230.51	1,235.00	(4.49)
	0.00	40.00	(40.00)	0.00	105.00	(105.00)
	109.86	405.00	(295.14)	1,235.51	1,340.00	(334.49)
	0.00	0.00	0.00	0.00	75.00	(75.00)
	0.00	0.00	0.00	0.00	30.00	(30.00)
	0.00	0.00	0.00	0.00	105.00	(105.00)
	0.00	0.00	0.00	102.74	0.00	102.74
	0.00	0.00	0.00	0.00	100.00	(100.00)
	0.00	0.00	0.00	102.74	100.00	2.74
	0.00	0.00	0.00	(285.00)	0.00	(285.00)
	0.00	0.00	0.00	(285.00)	0.00	(285.00)
	842.57	850.00	(7.43)	842.57	850.00	(7.43)
	842.57	850.00	(7.43)	842.57	850.00	(7.43)
	962.43	2,095.00	(1,132.57)	3,379.23	5,970.00	(2,590.77)
	575.00	575.00	0.00	575.00	575.00	0.00
	0.00	3,200.00	(3,200.00)	0.00	3,200.00	(3,200.00)
	0.00	60.00	(60.00)	0.00	60.00	(60.00)
	575.00	3,835.00	(3,260.00)	575.00	3,835.00	(3,260.00)
	0.00	0.00	0.00	639.00	640.00	(1.00)
	0.00	0.00	0.00	639.00	640.00	(1.00)
	0.00	250.00	(250.00)	0.00	250.00	(250.00)
	0.00	200.00	(200.00)	0.00	200.00	(200.00)
	0.00	450.00	(450.00)	0.00	450.00	(450.00)
	250.00	0.00	250.00	250.00	0.00	250.00
	194.96	0.00	194.96	182.96	315.00	(132.04)
	444.96	0.00	444.96	432.96	315.00	117.96
	444.96	450.00	(5.04)	1,071.96	1,405.00	(333.04)
	0.00	0.00	0.00	694.85	976.00	(281.15)
	0.00	0.00	0.00	289.40	0.00	289.40
	0.00	180.00	(180.00)	128.00	225.00	(97.00)
	112.45	250.00	(137.55)	516.75	680.00	(163.25)
	54.33	55.00	(0.67)	162.99	165.00	(2.01)
	0.00	50.00	(50.00)	0.00	100.00	(100.00)
	346.11	375.00	(28.89)	1,043.50	1,050.00	(6.50)
	0.00	100.00	(100.00)	0.00	300.00	(300.00)
	512.89	930.00	(417.11)	2,835.45	3,298.00	(462.55)
	0.00	0.00	0.00	0.00	510.00	(510.00)
	0.00	0.00	0.00	0.00	1,850.00	(1,850.00)
	0.00	0.00	0.00	0.00	2,360.00	(2,360.00)
	510.00	0.00	510.00	510.00	0.00	510.00
	1,798.55	0.00	1,798.55	1,798.55	1,900.00	(101.45)
	20.40	0.00	20.40	(16.56)	150.00	(166.56)

**District 3
Treasurer's Report (Actual vs. Budget GL Detail) (in USD)**

Month Ending 09/30/2014			07/01/2014 Through 09/30/2014		
Actual	Budget	Variance	Actual	Budget	Variance
2,328.95	0.00	2,328.95	2,291.99	2,590.00	(298.01)
0.00	0.00	0.00	0.00	200.00	(200.00)
0.00	0.00	0.00	0.00	200.00	(200.00)
0.00	200.00	(200.00)	307.86	500.00	(192.14)
0.00	200.00	(200.00)	307.86	500.00	(192.14)
0.00	0.00	0.00	0.00	40.00	(40.00)
0.00	0.00	0.00	0.00	40.00	(40.00)
0.00	0.00	0.00	74.48	0.00	74.48
0.00	0.00	0.00	74.48	0.00	74.48
2,328.95	200.00	2,128.95	2,874.33	5,980.00	(2,985.67)
4,814.23	8,045.00	(3,230.77)	31,806.22	35,495.00	(3,688.78)
20,162.27	16,975.00	3,187.27	1,989.78	(2,766.00)	4,755.78
Total LGH Division Governor 7062-000000 - Transportation - Mileage Expense Total Division Governor Area Governor 7062-000000 - Transportation - Mileage Expense Total Area Governor Keynote Speaker 7062-000000 - Transportation - Mileage Expense Total Keynote Speaker Other Member 7062-000000 - Transportation - Mileage Expense Total Other Member Total Travel Expenses Total District Expenses Total Net Income			Total LGH Division Governor 7062-000000 - Transportation - Mileage Expense Total Division Governor Area Governor 7062-000000 - Transportation - Mileage Expense Total Area Governor Keynote Speaker 7062-000000 - Transportation - Mileage Expense Total Keynote Speaker Other Member 7062-000000 - Transportation - Mileage Expense Total Other Member Total Travel Expenses Total District Expenses Total Net Income		