

INSTRUCTIONS:

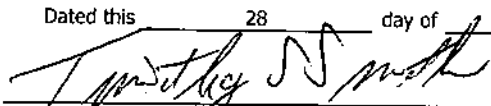
1. Complete all sections on the Narrative tab.
2. Fill in the white cells below with the appropriate information and print out this page.
3. Obtain related signature below. **Electronic signatures are not acceptable.**
4. Distribute monthly reports per Toastmasters International protocol 8.4, to the 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

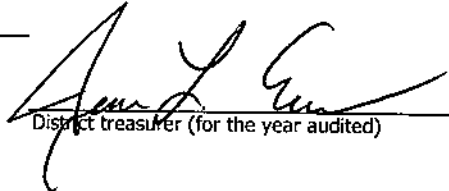
NOTE: This certification form must be complete for the report to be accepted by World Headquarters. Reserve funds will not be released until World Headquarters receives the completed report.

In Base Currency	USD
Monthly Net Income/(Loss)	(33,432.98)
Year to Date Net Income/(Loss)	(6,996.72)
Total Available Funds	47,264.74

1. We, the undersigned, certify that all district financial records have been made available to the audit committee for inspection and that any bills or other outstanding obligations for the 2013-2014 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 2013-2014 term.

Dated this 28 day of July

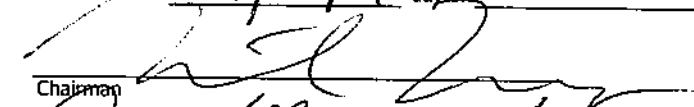


District governor (for the year audited)


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 2013-2014 term in accordance with the Audit Committee Guidelines* and believe that this report properly reflects the operation for that term.

Dated this 7/30/14 day of _____


Chairman

Member


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).

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

Due to hard work of our District Leaders we chartered many new clubs in June. The District ended by being Distinguished with the help of finalizing these charters. We were over the budget amount for the month of June by \$1,847 and year to date by \$4,510. We are very hopeful that higher actual membership revenue than budgeted revenue will continue to be the trend in the coming Toastmaster year.

Conference Net Income/(Loss)

Conference revenue for the year was slightly above the budgeted amount and expenses were over the budgeted amount. For our year to date total we are a net loss of \$5,522. Most of the additional expenses were due to not having the Spring Conference site secured prior to the Fall Conference. This caused us to lose money in a couple of areas. First there were 46 original Early Early Bird registrations from the Fall Conference that came in considerable lower than the final meal costs from the hotel. By the time we changed the registration price to adequately account for the rise in food costs we were already behind on meeting our price point. Second the resort used had a variety of add on expenses that were not discussed at original contract signing. The District has remedied both of these problems by not advertising the Early Early Bird prices at the preceding conference and by fully reviewing conference contracts for hidden costs. We are also looking at different ways to reduce costs at the conference as the price of food has increased steadily during the last year. District Leaders remain committed to making sure our conferences are a rewarding event for our members.

Fundraising Net Income/(Loss)

The District is preparing for the July Jubilee. We list it under fundraising to isolate it from other activities in order to keep track of the revenue and expenses. July Jubilee is the event held every July that recognizes the past year's District Officers. Awards were ordered in June for this July event. We are under budgeted amount for the year by \$67 for revenue and \$2077 for expenses, however income and expenses for this event have been moved by TI to the month it is held.

TLI Net Income/(Loss)

June kicked off the TLI Summer season. The District did not adequately budget for either the monthly income or expenses for TLI in June. This will not happen in the coming fiscal year. Overall the TLI revenue was \$7,565 over budget and expenses were \$14,404 over budget. As mentioned earlier in the conference narratives facilities and food cost has increased dramatically. Not adequately budgeting for expenses and the cost of facility and food being much more than anticipated are a couple of the reasons the TLI expenses are over budget. Also not factoring in audio/visual expenses and service/handling charges from the various venues used for the TLI sessions also put us over budget. The District Leaders have discussed this problem as we will face it going forward and has initiated a better facility contract reviewing process. The District still remains firm with their quest to give the members the best officer training available and the feedback we are getting after these events is positive.

District Store Net Income/(Loss)

N/A

Other Revenue

N/A

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

The marketing team has done a fantastic job this past year. We were under budget for the year by \$1,605. The Team did a last minute "Run for the Roses" by chartering the last few clubs to elevate the District to Distinguished status.

Communications and Public Relations

The Communications and Public Relations Team was under budget by a considerable amount for the year - \$9,600. The Team did not sign up for as many events as was first planned. A bit of research was done and after looking at last years event results we decided we would not be getting the most bang for our promotional dollars and did not attend some of the events we were originally going to.

Education and Training

Education and Training expenses for the year were under budget by \$4,374. Although we were under budget we believe the original budget did not adequately represent the expenses for education and training.

Speech contests

The District listed \$600 in the budget for speech contest income for the year. This was done in anticipation of securing donations for the Division Contests. Since the Division and Area governors did such a fantastic job of planning the contests this past year we did not request additional donations nor were any received. Speech contest expenses are over budget for the year \$1448. This is due in part to the District expansion. With more area and division contests there were more trophies and awards to purchase this past year.

Administration

The District administration expenses were spot on for this year. We were just a tad above budget by \$272. Our administration expenses run about the same amounts every year. We have a few monthly expenses that are deducted from our checking account including mailchimp (email notices), Centurylink (800 telephone service), and credit card charges. We also rent a storage unit and pay for a year at a time to get the cheapest rental rate.

Travel

Travel expense was under budget for the year by \$1206.

Other Expenses

There were no other expenses in June.

District 3
Available Funds (in USD)
Month Ending 06/30/2014

Available Funds	
Cash & District Reserve	
Cash	
Cash - Bank of America (6622)	
Total Cash	21,229.23
District Reserve	21,229.23
Total Cash & District Reserve	44,423.51
Minimum District Reserve Required at Year End	65,652.74
Total Available Funds	<u>(18,388.00)</u> <u>47,264.74</u>

District 3
Balance Sheet (in USD)
 07/01/2013 Through 06/30/2014

	Actual
Assets	
Current Assets	
Cash and Cash Equivalents	65,652.74
Prepaid Expenses	4,026.75
Total Current Assets	69,679.49
Total Assets	\$ 69,679.49
Liabilities and Equity	
Liabilities	
Current Liabilities	
Accounts Payable	500.00
Accrued Liabilities	1,299.90
Deferred Revenue	1,171.00
Total Current Liabilities	2,970.90
Total Liabilities	2,970.90
Stockholders Equity	
Net Assets	73,705.31
Net Income (Loss)	(6,996.72)
Total Stockholders Equity	66,708.59
Total Liabilities and Equity	\$ 69,679.49

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

	Month Ending		
	Actual	Budget	Variance
	09/30/2014		
Actual	Budget	Variance	
4,402.50	2,556.00	1,846.50	District Revenue
(45.00)	0.00	(45.00)	Membership Revenue
0.00	0.00	0.00	Contribution Revenue
4,179.00	0.00	4,179.00	Fundraising Revenue
0.00	0.00	0.00	TLL Revenue
0.00	0.00	0.00	Speech Contest Revenue
3,536.50	2,556.00	5,980.50	Total District Revenue
			District Expenses
27,096.43	0.00	27,096.43	Conference Expenses
0.00	4,500.00	(4,500.00)	Fundraising Expenses
5,616.14	0.00	5,616.14	TLL Expenses
433.53	4,950.00	(3,926.47)	Marketing Expenses
1,603.23	2,650.00	(1,046.77)	Communications & PR Expenses
3,227.74	2,600.00	(2,277.26)	Education & Training Expenses
3,919.66	2,100.00	1,819.66	Speech Contests Expenses
2,219.37	1,144.42	1,074.95	Administration Expenses
558.38	0.00	558.38	Travel Expenses
0.00	0.00	0.00	Other Expenses
41,989.48	17,551.42	24,438.06	Total District Expenses
(33,432.98)	(14,995.42)	(18,437.56)	Total Net Income

	07/01/2013 Through		
	Actual	Budget	Variance
	08/30/2014		
Actual	Budget	Variance	
78,063.00	73,553.00	4,510.00	District Revenue
59,732.50	59,079.40	653.10	Membership Revenue
3,042.00	3,109.00	(67.00)	Contribution Revenue
13,783.00	8,218.00	7,565.00	Fundraising Revenue
0.00	600.00	(600.00)	TLL Revenue
0.00	0.00	0.00	Speech Contest Revenue
156,620.50	144,559.40	12,061.10	Total District Revenue
			District Expenses
65,254.65	59,079.00	6,175.65	Conference Expenses
6,061.05	8,138.54	(2,077.49)	Fundraising Expenses
22,823.04	8,218.29	14,604.75	TLL Expenses
18,629.19	20,235.00	(1,605.81)	Marketing Expenses
12,212.63	21,813.00	(9,600.37)	Communications & PR Expenses
5,657.09	10,031.15	(4,374.06)	Education & Training Expenses
10,238.32	6,791.00	1,448.32	Speech Contests Expenses
13,488.76	13,216.77	271.99	Administration Expenses
9,386.49	10,592.81	(1,206.32)	Travel Expenses
65.00	0.00	65.00	Other Expenses
163,617.22	160,113.56	3,503.66	Total District Expenses
(6,996.72)	(15,556.16)	8,559.44	Total Net Income

**District 3
Trial Balance**

Account Number	Account Name	Opening Balance(USD) on 06/01/2014	Debit(USD)	Credit(USD)	Adj Debit(USD)	Adj Credit(USD)	Closing Balance(USD) on 06/30/2014
1005-003001	Cash - Bank of America (6622)	42,856.31	14,722.00	36,349.08	0.00	0.00	21,229.23
2001-003000	District Reserve Receivable	56,606.88	4,402.50	16,585.87	0.00	0.00	44,423.51
3210-000000	Prepaid Awards Expense (Trophies, Plaques, Ribbons & Certificates)	0.00	2,626.75	0.00	0.00	0.00	2,626.75
3214-000000	Prepaid Room Rental Event Expense	1,375.00	0.00	875.00	0.00	0.00	500.00
3278-000000	Prepaid Food Expense	0.00	900.00	0.00	0.00	0.00	900.00
4010-000000	Accounts Payable	0.00	42,934.95	43,434.95	0.00	0.00	(500.00)
4110-000000	Accrued Liabilities - Invoices Not Yet Received	0.00	0.00	1,240.28	0.00	0.00	(1,240.28)
4115-000000	Accrued Liabilities - Old Outstanding Checks	(59.62)	0.00	0.00	0.00	0.00	(59.62)
4220-000000	Deferred Revenue - Miscellaneous	0.00	0.00	984.00	0.00	0.00	(984.00)
4225-000000	Deferred Revenue - Registration & Tickets	(637.00)	637.00	196.00	0.00	0.00	(196.00)
4250-000000	Deferred Revenue - Refunds (Registration & Tickets)	0.00	9.00	0.00	0.00	0.00	9.00
5010-000000	Net Assets	(100,141.57)	0.00	0.00	0.00	0.00	(100,141.57)
6005-000000	Membership Revenue	0.00	0.00	4,402.50	0.00	0.00	(4,402.50)
6025-000000	Registration & Ticket Revenue	0.00	196.00	4,375.00	0.00	0.00	(4,179.00)
6050-000000	Refunds - Registration & Tickets	0.00	54.00	9.00	0.00	0.00	45.00
7004-000000	Badges & Pins	0.00	13.43	0.00	0.00	0.00	13.43
7010-000000	Awards Expense (Trophies, Plaques, Ribbons & Certificates)	0.00	6,572.44	2,626.75	0.00	0.00	3,945.69
7012-000000	Supplies & Stationery Expense	0.00	278.89	0.00	0.00	0.00	278.89
7014-000000	Room Rental Event Expense	0.00	4,394.19	0.00	0.00	0.00	4,394.19
7016-000000	Meal Event Expense	0.00	24,131.20	0.00	0.00	0.00	24,131.20
7020-000000	Printing Expense	0.00	3,003.69	0.00	0.00	0.00	3,003.69
7022-000000	Audio Visual Expense	0.00	500.00	0.00	0.00	0.00	500.00
7024-000000	Newsletter Expense	0.00	1,803.23	0.00	0.00	0.00	1,803.23
7026-000000	Website Expense	0.00	133.70	0.00	0.00	0.00	133.70
7032-000000	Telephone Expense	0.00	54.33	0.00	0.00	0.00	54.33
7058-000000	Lodging Expense	0.00	84.50	0.00	0.00	0.00	84.50
7060-000000	Transportation - Airfare Expense	0.00	130.00	0.00	0.00	0.00	130.00
7062-000000	Transportation - Mileage Expense	0.00	343.88	0.00	0.00	0.00	343.88
7070-000000	Bank Charges & Credit Card Fee Expense	0.00	172.22	0.00	0.00	0.00	172.22
7078-000000	Food Expense	0.00	2,310.53	900.00	0.00	0.00	1,410.53
7086-000000	Miscellaneous Expenses	0.00	1,570.00	0.00	0.00	0.00	1,570.00
Totals:		0.00	111,978.43	111,978.43	0.00	0.00	0.00

District 3 Reconciliation Report

As Of 06/30/2014
Account: District Reserve Receivable

Statement Ending Balance	44,423.51
Deposits in Transit	0.00
Outstanding Checks and Charges	0.00
Adjusted Bank Balance	44,423.51
Book Balance	
Adjustments*	44,423.51
Adjusted Book Balance	44,423.51

Total Checks and Charges Cleared	16,585.87	Total Deposits Cleared	4,402.50
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Deposits

Name	Memo	Date	Doc No	Cleared	In Transit
General Ledger Entry	June Monthly Membership Revenue	06/30/2014		4,402.50	
Total Deposits				4,402.50	0.00

Checks and Charges

Name	Memo	Date	Check No	Cleared	Outstanding
Toastmasters International - WHQ	9003359469	06/04/2014		13.43	
Toastmasters International - WHQ	9003382175	06/12/2014		820.29	
Toastmasters International - WHQ	9003382180	06/12/2014		820.29	
Toastmasters International - WHQ	9003382168	06/12/2014		988.37	
Toastmasters International - WHQ	9003382134	06/12/2014		1,290.71	
Toastmasters International - WHQ	9003383964	06/13/2014		26.03	
Toastmasters International - WHQ	9003383180	06/13/2014		726.44	
Toastmasters International - WHQ	9003383275	06/13/2014		719.41	
Toastmasters International - WHQ	9003383964A	06/13/2014		63.00	
Toastmasters International - WHQ	9003383291	06/17/2014		558.95	
Toastmasters International - WHQ	9003383300	06/17/2014		558.95	
	From bank account 'District Reserve 03' to bank account '6622 Checking'	06/23/2014		10,000.00	
Total Checks and Charges				16,585.87	0.00

District 3 Check Register

Date	Vendor	Check No	Txn Curr	Txn Base Amount Curr	Amount Cleared
Bank: 6622 Checking - Bank of America		Account No: 0000 8071 6622			
06/27/2014	V-00012469--Shelly Gabriel	6998	USD	9.00 USD	9.00 In Transit
06/27/2014	V-00011008--Mesa Convention Center	6997	USD	2,404.26 USD	2,404.26 In Transit
06/27/2014	V-00001890--Jeff Morud	6996	USD	41.69 USD	41.69 In Transit
06/26/2014	V-00000312--Earnware.com		USD	69.95 USD	69.95 06/30/2014
06/26/2014	V-00001587--Century Link 602254		USD	25.11 USD	25.11 06/30/2014
06/23/2014	V-00011007--Hilton Phoenix Airport		USD	1,795.22 USD	1,795.22 06/30/2014
06/20/2014	V-00001588--Century Link 520749		USD	29.22 USD	29.22 06/30/2014
06/11/2014	V-00006039--Hallie Adams	6995	USD	100.00 USD	100.00 In Transit
06/11/2014	V-00006039--Hallie Adams	6994	USD	110.00 USD	110.00 In Transit
06/11/2014	V-00006039--Hallie Adams	6993	USD	110.00 USD	110.00 In Transit
06/11/2014	V-00013465--Drum Cafe	6991	USD	1,250.00 USD	1,250.00 06/30/2014
06/05/2014	V-00014351--Embassy Suites Phoenix North	6990	USD	900.00 USD	900.00 06/30/2014
06/05/2014	V-00000335--Jeannie Enders	6989	USD	64.01 USD	64.01 06/30/2014
06/05/2014	V-00000335--Jeannie Enders	6988	USD	45.00 USD	45.00 06/30/2014
06/05/2014	V-00014350--Jerad Melgard	6987	USD	133.22 USD	133.22 06/30/2014
06/05/2014	V-00011114--Avery Today, Inc	6986	USD	130.00 USD	130.00 06/30/2014
06/05/2014	V-00000334--RC Type, Print & Direct Mail	6985	USD	4,765.23 USD	4,765.23 06/30/2014
06/05/2014	V-00011230--Scottsdale Conference Center	6984	USD	24,131.20 USD	24,131.20 06/30/2014
06/03/2014	V-00000307--Capital Merchant Gateway Fee		USD	39.35 USD	39.35 06/30/2014
06/03/2014	V-00000308--Authnet Gateway Fee		USD	10.00 USD	10.00 06/30/2014
06/02/2014	V-00000306--Mailchimp.Com		USD	63.75 USD	63.75 06/30/2014
06/02/2014	V-00000305--Bank Card Merchant Fees		USD	122.87 USD	122.87 06/30/2014
Bank: District Reserve 03 - TI World Headquarters		Account No:			
06/17/2014	V-00000002--Toastmasters International - WHQ		USD	558.95 USD	558.95 06/30/2014
06/17/2014	V-00000002--Toastmasters International - WHQ		USD	719.41 USD	719.41 06/30/2014
06/13/2014	V-00000002--Toastmasters International - WHQ		USD	726.44 USD	726.44 06/30/2014
06/13/2014	V-00000002--Toastmasters International - WHQ		USD	63.00 USD	63.00 06/30/2014
06/13/2014	V-00000002--Toastmasters International - WHQ		USD	26.03 USD	26.03 06/30/2014
06/12/2014	V-00000002--Toastmasters International - WHQ		USD	1,290.71 USD	1,290.71 06/30/2014
06/12/2014	V-00000002--Toastmasters International - WHQ		USD	820.29 USD	820.29 06/30/2014
06/12/2014	V-00000002--Toastmasters International - WHQ		USD	820.29 USD	820.29 06/30/2014
06/12/2014	V-00000002--Toastmasters International - WHQ		USD	988.37 USD	988.37 06/30/2014
06/04/2014	V-00000002--Toastmasters International - WHQ		USD	13.43 USD	13.43 06/30/2014

District 3 Sales Register (06/01/2014 - 06/30/2014)

Date	Customer	Inv#/Adj#	Due Date	Description	Trans. Amount	Base Amount(USD)	Amount Paid (USD)
06/02/2014	C-00000122--Ju	INV-00027780	06/02/2014				
06/04/2014	C-00000122--Ju	INV-00027783	06/04/2014	USD	48.00	48.00	48.00
06/05/2014	C-00000122--Ju	INV-00027784	06/05/2014	USD	156.00	156.00	156.00
06/06/2014	C-00000122--Ju	INV-00027787	06/06/2014	USD	117.00	117.00	117.00
06/09/2014	C-00000122--Ju	INV-00027788	06/09/2014	USD	39.00	39.00	39.00
06/11/2014	C-00000122--Ju	INV-00027792	06/11/2014	USD	195.00	195.00	195.00
06/16/2014	C-00000122--Ju	INV-00027796	06/16/2014	USD	78.00	78.00	78.00
06/17/2014	C-00000122--Ju	INV-00027800	06/17/2014	USD	39.00	39.00	39.00
06/25/2014	C-00000122--Ju	INV-00027811	06/25/2014	USD	39.00	39.00	39.00
06/30/2014	C-00000122--Ju	INV-00027815	06/30/2014	USD	78.00	78.00	78.00
06/30/2014	C-00000122--Ju	INV-00027816	06/30/2014	USD	117.00	117.00	117.00
06/02/2014	C-00000123--TL	INV-00027776	06/02/2014	USD	78.00	78.00	78.00
06/02/2014	C-00000123--TL	INV-00027777	06/02/2014	USD	77.00	77.00	77.00
06/02/2014	C-00000123--TL	INV-00027779	06/02/2014	USD	77.00	77.00	77.00
06/03/2014	C-00000123--TL	INV-00027781	06/03/2014	USD	28.00	28.00	28.00
06/04/2014	C-00000123--TL	INV-00027782	06/04/2014	USD	133.00	133.00	133.00
06/05/2014	C-00000123--TL	INV-00027785	06/05/2014	USD	112.00	112.00	112.00
06/06/2014	C-00000123--TL	INV-00027786	06/06/2014	USD	119.00	119.00	119.00
06/09/2014	C-00000123--TL	INV-00027789	06/09/2014	USD	105.00	105.00	105.00
06/10/2014	C-00000123--TL	INV-00027790	06/10/2014	USD	791.00	791.00	791.00
06/11/2014	C-00000123--TL	INV-00027791	06/11/2014	USD	280.00	280.00	280.00
06/12/2014	C-00000123--TL	INV-00027793	06/12/2014	USD	196.00	196.00	196.00
06/13/2014	C-00000123--TL	INV-00027794	06/13/2014	USD	133.00	133.00	133.00
06/16/2014	C-00000123--TL	INV-00027795	06/16/2014	USD	126.00	126.00	126.00
06/16/2014	C-00000123--TL	INV-00027797	06/16/2014	USD	140.00	140.00	140.00
06/16/2014	C-00000123--TL	INV-00027798	06/16/2014	USD	133.00	133.00	133.00
06/17/2014	C-00000123--TL	INV-00027799	06/17/2014	USD	91.00	91.00	91.00
06/18/2014	C-00000123--TL	INV-00027801	06/18/2014	USD	175.00	175.00	175.00
06/19/2014	C-00000123--TL	INV-00027802	06/19/2014	USD	189.00	189.00	189.00
06/20/2014	C-00000123--TL	INV-00027803	06/20/2014	USD	112.00	112.00	112.00
06/23/2014	C-00000123--TL	INV-00027804	06/23/2014	USD	63.00	63.00	63.00
06/23/2014	C-00000123--TL	INV-00027805	06/23/2014	USD	133.00	133.00	133.00
06/23/2014	C-00000123--TL	INV-00027806	06/23/2014	USD	70.00	70.00	70.00
06/24/2014	C-00000123--TL	INV-00027807	06/24/2014	USD	56.00	56.00	56.00
06/25/2014	C-00000123--TL	INV-00027810	06/25/2014	USD	42.00	42.00	42.00
06/26/2014	C-00000123--TL	INV-00027812	06/26/2014	USD	98.00	98.00	98.00
06/27/2014	C-00000123--TL	INV-00027813	06/27/2014	USD	49.00	49.00	49.00
06/30/2014	C-00000123--TL	INV-00027814	06/30/2014	USD	14.00	14.00	14.00
06/30/2014	C-00000123--TL	INV-00027817	06/30/2014	USD	98.00	98.00	98.00
06/30/2014	C-00000123--TL	INV-00027818	06/30/2014	USD	91.00	91.00	91.00
		Total		USD	7.00	7.00	7.00
					4,722.00	4,722.00	4,722.00

**District 3
Reconciliation Report
As Of 06/30/2014
Account: Cash - Bank of America (6622)**

Statement Ending Balance	
Deposits in Transit	24,297.50
Outstanding Checks and Charges	0.00
Adjusted Bank Balance	(3,068.27)
	21,229.23
Book Balance	
Adjustments*	21,229.23
Adjusted Book Balance	0.00
	21,229.23

Total Checks and Charges Cleared	33,849.87	Total Deposits Cleared	14,722.00
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Deposits

Name	Memo	Date	Doc No	Cleared	In Transit
TLI Revenue		06/02/2014		77.00	
TLI Revenue		06/02/2014		77.00	
July Jubilee		06/02/2014		48.00	
TLI Revenue		06/02/2014		28.00	
TLI Revenue		06/03/2014		133.00	
July Jubilee		06/04/2014		112.00	
July Jubilee		06/04/2014		156.00	
TLI Revenue		06/05/2014		117.00	
TLI Revenue		06/05/2014		119.00	
July Jubilee		06/06/2014		105.00	
TLI Revenue		06/06/2014		39.00	
July Jubilee		06/09/2014		791.00	
TLI Revenue		06/09/2014		195.00	
TLI Revenue		06/10/2014		280.00	
July Jubilee		06/11/2014		196.00	
TLI Revenue		06/11/2014		78.00	
TLI Revenue		06/12/2014		133.00	
TLI Revenue		06/13/2014		126.00	
July Jubilee		06/16/2014		140.00	
TLI Revenue		06/16/2014		39.00	
TLI Revenue		06/16/2014		91.00	
TLI Revenue		06/16/2014		133.00	
July Jubilee		06/17/2014		175.00	
TLI Revenue		06/17/2014		39.00	
TLI Revenue		06/18/2014		189.00	
TLI Revenue		06/19/2014		112.00	
TLI Revenue		06/20/2014		63.00	
	From bank account 'Dis-	06/23/2014		10,000.00	
	trict Reserve 03' to				
	bank account '6622				
	Checking'				
TLI Revenue		06/23/2014		133.00	
TLI Revenue		06/23/2014		70.00	
TLI Revenue		06/23/2014		56.00	
TLI Revenue		06/24/2014		42.00	
July Jubilee		06/25/2014		78.00	
TLI Revenue		06/25/2014		98.00	
TLI Revenue		06/26/2014		49.00	
July Jubilee		06/27/2014		14.00	
TLI Revenue		06/30/2014		117.00	
July Jubilee		06/30/2014		91.00	
TLI Revenue		06/30/2014		78.00	
July Jubilee		06/30/2014		98.00	
TLI Revenue		06/30/2014		7.00	
Total Deposits				14,722.00	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

District 3 Reconciliation Report

As Of 06/30/2014

Account: Cash - Bank of America (6622)

Cynthia Kerford IPDG		04/06/2014			
Linda Tapley	6977	05/04/2014	6961	275.74	
Mailchimp.Com		06/02/2014			43.32
Bank Card Merchant Fees		06/02/2014		63.75	
Capital Merchant Gateway Fee		06/03/2014		122.87	
Authnet Gateway Fee		06/03/2014		39.35	
Scottsdale Conference Center		06/05/2014	6984	10.00	
RC Type, Print & Direct Mail		06/05/2014		24,131.20	
Avery Today, Inc		06/05/2014	6985	4,765.23	
Jerad Melgard		06/05/2014	6986	130.00	
Jeannie Enders		06/05/2014	6987	133.22	
Jeannie Enders		06/05/2014	6988	45.00	
Embassy Suites Phoenix North		06/05/2014	6989	64.01	
Drum Cafe		06/05/2014	6990	900.00	
Hallie Adams		06/11/2014	6991	1,250.00	
Hallie Adams		06/11/2014	6993		110.00
Hallie Adams		06/11/2014	6994		110.00
Century Link 520749		06/11/2014	6995		100.00
Hilton Phoenix Airport		06/20/2014		29.22	
Eamwarecor		06/23/2014		1,795.22	
Century Link 602254		06/26/2014		69.95	
Jeff Morud		06/26/2014		25.11	
Mesa Convention Center		06/27/2014	6996		41.69
Shelly Gabriel		06/27/2014	6997		2,404.26
Total Checks and Charges		06/27/2014	6998		9.00
				33,849.87	3,068.27

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

	Month Ending			07/01/2013 Through		
	Actual	Budget	Variance	Actual	Budget	Variance
District Revenue						
Membership Revenue						
6005-000000 - Membership Revenue	4,402.50	2,556.00	1,846.50	78,063.00	73,553.00	4,510.00
Total Membership Revenue	4,402.50	2,556.00	1,846.50	78,063.00	73,553.00	4,510.00
Conference Revenue						
Registration & Tickets						
Registration - Member	0.00	0.00	0.00	29,791.00	49,385.40	(19,594.40)
6025-000000 - Registration & Ticket Revenue	0.00	0.00	0.00	29,791.00	49,385.40	(19,594.40)
Total Registration - Member	0.00	0.00	0.00	29,791.00	49,385.40	(19,594.40)
Registration - Spouse/Guest	0.00	0.00	0.00	0.00	9.00	(9.00)
6025-000000 - Registration & Ticket Revenue	0.00	0.00	0.00	0.00	9.00	(9.00)
Total Registration - Spouse/Guest	0.00	0.00	0.00	0.00	9.00	(9.00)
Registration - Meal Events	0.00	0.00	0.00	17,397.00	0.00	17,397.00
6025-000000 - Registration & Ticket Revenue	0.00	0.00	0.00	17,397.00	0.00	17,397.00
Total Registration - Meal Events	0.00	0.00	0.00	17,397.00	0.00	17,397.00
Registration - Training	0.00	0.00	0.00	7.00	0.00	7.00
6025-000000 - Registration & Ticket Revenue	0.00	0.00	0.00	7.00	0.00	7.00
Total Registration - Training	0.00	0.00	0.00	7.00	0.00	7.00
Registration - No Item	0.00	0.00	0.00	1,491.00	0.00	1,491.00
6025-000000 - Registration & Ticket Revenue	0.00	0.00	0.00	1,491.00	0.00	1,491.00
Total Registration - No Item	0.00	0.00	0.00	1,491.00	0.00	1,491.00
Total Registration & Tickets	0.00	0.00	0.00	48,686.00	49,394.40	(708.40)
Non Registration						
8010-000000 - Donation Revenue	0.00	0.00	0.00	2,500.00	60.00	2,440.00
6020-000000 - Miscellaneous Income	0.00	0.00	0.00	3,978.00	600.00	3,378.00
6030-000000 - Sponsorship/Advertising Revenue	0.00	0.00	0.00	25.00	1,025.00	(1,000.00)
6035-000000 - Raffle Revenue	0.00	0.00	0.00	6,294.00	6,150.00	144.00
6040-000000 - Auction Revenue	(45.00)	0.00	(45.00)	200.00	2,000.00	(1,800.00)
6050-000000 - Refunds - Registration & Tickets	0.00	0.00	0.00	(1,185.50)	0.00	(1,185.50)
6055-000000 - Refunds - Other	(45.00)	0.00	(45.00)	(1,185.50)	0.00	(1,185.50)
6060-000000 - Reimbursements - Registration & Tickets	(45.00)	0.00	(45.00)	11,046.50	9,665.00	1,381.50
Total Non Registration	(45.00)	0.00	(45.00)	11,046.50	9,665.00	1,381.50
Total Conference Revenue	(45.00)	0.00	(45.00)	59,732.50	59,079.40	653.10
Fundraising Revenue						
Registration & Tickets						
6025-000000 - Registration & Ticket Revenue	0.00	0.00	0.00	3,075.00	3,042.00	33.00
Total Registration & Tickets	0.00	0.00	0.00	3,075.00	3,042.00	33.00
Other						
6020-000000 - Miscellaneous Income	0.00	0.00	0.00	0.00	100.00	(100.00)
6050-000000 - Refunds - Registration & Tickets	0.00	0.00	0.00	(33.00)	(33.00)	0.00
Total Other	0.00	0.00	0.00	(33.00)	67.00	(100.00)
Total Non Registration	0.00	0.00	0.00	(33.00)	67.00	(100.00)
Total Fundraising Revenue	0.00	0.00	0.00	3,042.00	3,109.00	(67.00)
TII Revenue						
Registration & Tickets						
Registration - Member	0.00	0.00	0.00	4,347.00	0.00	4,347.00
6025-000000 - Registration & Ticket Revenue	0.00	0.00	0.00	4,347.00	0.00	4,347.00
Total Registration - Member	0.00	0.00	0.00	4,347.00	0.00	4,347.00
Registration - Meal Events	0.00	0.00	0.00	77.00	0.00	77.00
6025-000000 - Registration & Ticket Revenue	0.00	0.00	0.00	77.00	0.00	77.00
Total Registration - Meal Events	0.00	0.00	0.00	77.00	0.00	77.00
Registration - Training	4,179.00	0.00	4,179.00	11,159.00	7,918.00	3,241.00
6025-000000 - Registration & Ticket Revenue	4,179.00	0.00	4,179.00	11,159.00	7,918.00	3,241.00
Total Registration - Training	4,179.00	0.00	4,179.00	11,159.00	7,918.00	3,241.00
Total Registration & Tickets	4,179.00	0.00	4,179.00	15,585.00	7,918.00	7,667.00
Non Registration						
6020-000000 - Miscellaneous Income	0.00	0.00	0.00	200.00	300.00	(100.00)

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

Month Ending 06/30/2014			07/01/2013 Through 06/30/2014		
Actual	Budget	Variance	Actual	Budget	Variance
0.00	0.00	0.00	200.00	300.00	(100.00)
0.00	0.00	0.00	200.00	300.00	(100.00)
4,179.00	0.00	4,179.00	15,783.00	8,218.00	7,565.00
0.00	0.00	0.00	0.00	400.00	(400.00)
0.00	0.00	0.00	0.00	200.00	(200.00)
0.00	0.00	0.00	0.00	600.00	(600.00)
8,538.50	2,568.00	5,980.50	156,620.50	144,589.40	12,031.10
0.00	0.00	0.00	1,601.97	5,700.00	(4,098.03)
0.00	0.00	0.00	913.57	200.00	713.57
197.23	0.00	197.23	256.98	600.00	(343.02)
0.00	0.00	0.00	11,218.12	17,000.00	(5,781.88)
24,131.20	0.00	24,131.20	34,131.20	30,300.00	3,831.20
0.00	0.00	0.00	150.00	448.00	(298.00)
1,018.00	0.00	1,018.00	2,844.51	2,358.00	486.51
500.00	0.00	500.00	500.00	1,650.00	(1,150.00)
0.00	0.00	0.00	500.00	0.00	500.00
0.00	0.00	0.00	460.48	0.00	460.48
0.00	0.00	0.00	8,355.98	0.00	8,355.98
1,250.00	0.00	1,250.00	611.38	625.00	(13.62)
27,096.43	0.00	27,096.43	3,710.46	200.00	3,510.46
0.00	4,500.00	(4,500.00)	65,254.65	\$8,079.00	6,175.65
0.00	0.00	0.00	2,048.84	4,500.00	(2,451.16)
0.00	0.00	0.00	154.94	0.00	154.94
0.00	0.00	0.00	252.08	33.35	218.73
0.00	0.00	0.00	60.26	60.26	0.00
0.00	0.00	0.00	3,444.93	3,444.93	0.00
0.00	0.00	0.00	100.00	100.00	0.00
0.00	4,500.00	(4,500.00)	6,061.05	8,138.54	(2,077.49)
81.66	0.00	81.66	761.79	295.22	466.57
3,986.69	0.00	3,986.69	14,944.57	4,274.61	10,669.96
0.00	0.00	0.00	421.54	2,669.96	(2,248.42)
140.00	0.00	140.00	1,396.05	391.00	1,005.05
0.00	0.00	0.00	527.92	0.00	527.92
0.00	0.00	0.00	18.76	0.00	18.76
1,087.79	0.00	1,087.79	3,831.55	0.00	3,831.55
320.00	0.00	320.00	328.64	95.28	233.36
0.00	0.00	0.00	392.22	492.22	(100.00)
5,616.14	0.00	5,616.14	22,623.04	8,218.29	14,404.75
0.00	0.00	0.00	61.55	0.00	61.55
0.00	0.00	0.00	355.95	0.00	355.95
0.00	250.00	(250.00)	0.00	2,250.00	(2,250.00)
0.00	0.00	0.00	26.19	0.00	26.19
0.00	0.00	0.00	1,062.07	1,500.00	(437.93)
0.00	250.00	(250.00)	1,505.76	3,750.00	(2,244.24)
0.00	0.00	0.00	97.48	0.00	97.48
0.00	0.00	0.00	16.00	0.00	16.00

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

Month Ending 06/30/2014			07/01/2013 Through 06/30/2014		
Actual	Budget	Variance	Actual	Budget	Variance
0.00	0.00	0.00	60.41	0.00	60.41
26.03	0.00	26.03	26.03	0.00	26.03
0.00	0.00	0.00	38.07	0.00	38.07
407.50	0.00	407.50	965.00	0.00	965.00
0.00	0.00	0.00	1,057.35	720.00	337.35
0.00	0.00	0.00	208.27	0.00	208.27
0.00	0.00	0.00	963.00	0.00	963.00
0.00	0.00	0.00	91.73	0.00	91.73
433.53	3,985.00	(3,551.47)	5,946.57	10,455.00	(4,508.43)
0.00	0.00	0.00	9,489.57	11,175.00	(1,705.09)
0.00	0.00	0.00	34.20	0.00	34.20
0.00	0.00	0.00	27.07	275.00	(247.93)
0.00	0.00	0.00	0.00	60.00	(60.00)
0.00	0.00	0.00	67.86	0.00	67.86
0.00	0.00	0.00	129.13	335.00	(205.87)
0.00	125.00	(125.00)	0.00	1,900.00	(1,900.00)
0.00	0.00	0.00	915.79	0.00	915.79
0.00	125.00	(125.00)	915.79	1,900.00	(984.21)
0.00	0.00	0.00	2,678.49	125.00	2,553.49
0.00	0.00	0.00	4,121.43	0.00	4,121.43
0.00	0.00	0.00	27.60	0.00	27.60
0.00	0.00	0.00	81.42	0.00	81.42
0.00	0.00	0.00	289.47	800.00	(510.53)
0.00	0.00	0.00	7,198.41	925.00	6,273.41
0.00	0.00	0.00	233.96	1,400.00	(1,166.04)
0.00	0.00	0.00	139.23	0.00	139.23
0.00	0.00	0.00	(963.00)	0.00	(963.00)
0.00	0.00	0.00	0.00	750.00	(750.00)
0.00	0.00	0.00	(589.81)	2,150.00	(2,739.81)
433.53	4,360.00	(3,926.47)	18,628.19	20,235.00	(1,606.81)
0.00	100.00	(100.00)	65.41	2,800.00	(2,734.59)
0.00	0.00	0.00	1,741.28	2,000.00	(258.72)
1,803.23	2,400.00	(596.77)	8,509.44	9,700.00	(1,190.56)
0.00	0.00	0.00	0.00	1,500.00	(1,500.00)
0.00	0.00	0.00	600.00	2,450.00	(1,850.00)
0.00	0.00	0.00	127.50	2,163.00	(2,035.50)
0.00	300.00	(300.00)	1,093.00	1,200.00	(107.00)
0.00	0.00	0.00	76.00	0.00	76.00
1,803.23	2,650.00	(1,046.77)	12,212.83	21,313.00	(9,600.37)
0.00	0.00	0.00	125.00	0.00	125.00
0.00	2,600.00	(2,600.00)	0.00	2,600.00	(2,600.00)
0.00	0.00	0.00	58.56	0.00	58.56
0.00	0.00	0.00	1,550.00	1,640.15	(9.85)
0.00	2,600.00	(2,600.00)	1,833.56	4,240.15	(2,406.59)

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

	Month Ending 06/30/2014			07/01/2013 Through 06/30/2014		
	Actual	Budget	Variance	Actual	Budget	Variance
6025-000000 - Registration & Ticket Revenue	0.00	0.00	0.00	(378.00)	0.00	(378.00)
7014-000000 - Room Rental Event Expense	0.00	0.00	0.00	0.00	50.00	(50.00)
Total Training Club Officers	0.00	0.00	0.00	(378.00)	50.00	(428.00)
Training Division & Area Governors	0.00	0.00	0.00	46.00	0.00	46.00
7020-000000 - Printing Expense	322.74	0.00	322.74	2,478.82	1,066.00	1,412.82
Total Training Division & Area Governors	322.74	0.00	322.74	2,524.82	1,066.00	1,458.82
Training Areas & Divisions	0.00	0.00	0.00	1,294.16	3,800.00	(2,505.84)
7010-000000 - Awards Expense (Trophies, Plaques, Ribbons & Certificates)	0.00	0.00	0.00	79.89	0.00	79.89
7012-000000 - Supplies & Stationery Expense	0.00	0.00	0.00	0.00	150.00	(150.00)
7020-000000 - Printing Expense	0.00	0.00	0.00	0.00	3,990.00	(2,575.35)
Total Training Areas & Divisions	0.00	0.00	0.00	1,374.05	3,990.00	(2,575.35)
Other	0.00	0.00	0.00	0.00	400.00	(400.00)
7004-000000 - Badges & Pins	0.00	0.00	0.00	302.66	0.00	302.66
7006-000000 - Educational Materials	0.00	0.00	0.00	0.00	100.00	(100.00)
7078-000000 - Food Expense	0.00	0.00	0.00	0.00	225.00	(225.00)
7082-000000 - Incentives	0.00	0.00	0.00	302.86	726.00	(423.14)
Total Other	0.00	0.00	0.00	5,857.05	10,031.75	(4,174.05)
Total Education & Training Expenses	322.74	0.00	(2,277.26)	10,200	0.00	102.00
Speech Contest Expenses	0.00	0.00	0.00	9,420.58	8,500.00	920.58
7006-000000 - Educational Materials	0.00	0.00	0.00	0.00	200.00	(200.00)
7010-000000 - Awards Expense (Trophies, Plaques, Ribbons & Certificates)	0.00	0.00	0.00	650.56	0.00	650.56
7058-000000 - Lodging Expense	0.00	0.00	0.00	66.18	0.00	66.18
7078-000000 - Food Expense	0.00	0.00	0.00	0.00	91.00	(91.00)
7086-000000 - Miscellaneous Expenses	0.00	0.00	0.00	10,239.32	8,791.00	1,448.32
Total Speech Contest Expenses	3,919.66	2,100.00	1,819.66	306.47	150.00	156.47
Administration Expenses	13.43	0.00	13.43	0.00	1,397.67	(1,397.67)
7004-000000 - Awards & Pins	0.00	0.00	0.00	717.88	1,485.20	(767.32)
7010-000000 - Awards Expense (Trophies, Plaques, Ribbons & Certificates)	0.00	0.00	0.00	500.00	2,034.58	(1,534.58)
7012-000000 - Supplies & Stationery Expense	0.00	27.00	(27.00)	78.00	0.00	78.00
7014-000000 - Room Rental Event Expense	0.00	0.00	0.00	98.40	0.00	98.40
7016-000000 - Meal Event Expense	0.00	0.00	0.00	3,460.14	1,157.70	2,302.44
7018-000000 - Decorations Expense	1,845.69	0.00	1,845.69	44.00	0.00	44.00
7020-000000 - Printing Expense	0.00	0.00	0.00	1,433.61	2,121.80	(688.19)
7024-000000 - Newsletter Expense	0.00	0.00	0.00	691.96	659.43	32.53
7026-000000 - Website Expense	133.70	55.00	78.70	349.75	0.00	349.75
7032-000000 - Telephone Expense	54.33	0.00	54.33	413.21	499.35	(86.14)
7034-000000 - Conference Calls & Webinars Expense	0.00	0.00	0.00	3,367.25	3,466.13	(98.88)
7044-000000 - Postage & Shipping Expense	172.22	436.88	(264.66)	787.53	244.91	542.62
7070-000000 - Bank Charges & Credit Card Fee Expense	0.00	0.00	0.00	(190.00)	0.00	(190.00)
7078-000000 - Food Expense	0.00	0.00	0.00	1,340.76	0.00	1,340.76
7084-000000 - Sympathy Expense	0.00	0.00	0.00	13,488.76	13,216.77	271.99
7088-000000 - Storage Expenses	2,219.37	1,141.42	1,077.95	595.00	595.00	0.00
Total Administration Expenses	2,219.37	1,141.42	1,077.95	1,628.80	1,528.66	100.14
Travel Expense	0.00	0.00	0.00	4.00	0.00	4.00
District Governor	0.00	0.00	0.00	433.23	450.00	(16.77)
7056-000000 - Convention Registration Fees Expense	0.00	0.00	0.00	30.00	0.00	30.00
7058-000000 - Lodging Expense	0.00	0.00	0.00	2,597.03	2,573.66	23.37
7064-000000 - Transportation - Taxis/Shuttle Expense	0.00	0.00	0.00			
7068-000000 - Transportation - Other Expense	0.00	0.00	0.00			
7078-000000 - Food Expense	0.00	0.00	0.00			
Total District Governor	0.00	0.00	0.00	2,597.03	2,573.66	23.37

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

	Month Ending			07/01/2013 Through		
	06/30/2014	Budget	Variance	06/30/2014	Budget	Variance
Actual	0.00	0.00	0.00	207.25	0.00	207.25
Budget	0.00	0.00	0.00	595.00	595.00	0.00
Variance	0.00	0.00	0.00	911.64	1,173.41	(261.77)
7016-000000 - Meal Event Expense	0.00	0.00	0.00	39.06	0.00	39.06
7056-000000 - Convention Registration Fees Expense	0.00	0.00	0.00	88.00	0.00	88.00
7058-000000 - Lodging Expense	0.00	0.00	0.00	78.67	0.00	78.67
7062-000000 - Transportation - Mileage Expense	0.00	0.00	0.00	1,919.82	1,768.41	151.41
7068-000000 - Transportation - Other Expense	0.00	0.00	0.00	94.93	0.00	94.93
7078-000000 - Food Expense	0.00	0.00	0.00	595.00	595.00	0.00
Total GET	0.00	0.00	0.00	2,186.14	1,705.06	481.08
LSM	0.00	0.00	0.00	681.32	21.00	640.32
7016-000000 - Meal Event Expense	0.00	0.00	0.00	80.88	34.00	46.88
7056-000000 - Convention Registration Fees Expense	0.00	0.00	0.00	4.00	0.00	4.00
7058-000000 - Lodging Expense	0.00	0.00	0.00	54.00	0.00	54.00
7062-000000 - Transportation - Mileage Expense	0.00	0.00	0.00	3,616.27	2,355.06	1,261.21
7068-000000 - Transportation - Other Expense	0.00	0.00	0.00	0.00	201.00	(201.00)
7078-000000 - Food Expense	0.00	0.00	0.00	0.00	201.00	(201.00)
Total LSM	0.00	0.00	0.00	18.20	0.00	18.20
Treasurer	0.00	0.00	0.00	0.00	215.07	(215.07)
7062-000000 - Transportation - Mileage Expense	0.00	0.00	0.00	0.00	215.07	(215.07)
Total Treasurer	0.00	0.00	0.00	0.00	215.07	(215.07)
Secretary	0.00	0.00	0.00	595.00	1,173.41	(578.41)
7062-000000 - Transportation - Mileage Expense	0.00	0.00	0.00	0.00	239.70	(239.70)
Total Secretary	0.00	0.00	0.00	0.00	34.00	(34.00)
Area Governor	0.00	0.00	0.00	595.00	1,447.11	(852.11)
7062-000000 - Transportation - Mileage Expense	0.00	0.00	0.00	0.00	200.00	(200.00)
Total Area Governor	0.00	0.00	0.00	130.00	1,000.00	(870.00)
IPDG	0.00	0.00	0.00	0.00	832.50	(832.50)
7058-000000 - Lodging Expense	0.00	0.00	0.00	0.00	2,032.50	(1,902.50)
7060-000000 - Transportation - Airfare Expense	0.00	0.00	0.00	0.00	0.00	0.00
7064-000000 - Transportation - Taxis/Shuttle Expense	0.00	0.00	0.00	0.00	0.00	0.00
Total IPDG	0.00	0.00	0.00	0.00	0.00	0.00
Keynote Speaker	0.00	0.00	0.00	0.00	0.00	0.00
7058-000000 - Lodging Expense	0.00	0.00	0.00	0.00	0.00	0.00
7060-000000 - Transportation - Airfare Expense	0.00	0.00	0.00	0.00	0.00	0.00
7062-000000 - Transportation - Mileage Expense	0.00	0.00	0.00	0.00	0.00	0.00
Total Keynote Speaker	0.00	0.00	0.00	0.00	0.00	0.00
Other Member	0.00	0.00	0.00	0.00	0.00	0.00
6020-000000 - Miscellaneous Income	0.00	0.00	0.00	0.00	0.00	0.00
7060-000000 - Transportation - Airfare Expense	0.00	0.00	0.00	0.00	0.00	0.00
7062-000000 - Transportation - Mileage Expense	0.00	0.00	0.00	0.00	0.00	0.00
Total Other Member	0.00	0.00	0.00	0.00	0.00	0.00
Total Travel Expense	0.00	0.00	0.00	0.00	0.00	0.00
Other Expenses	0.00	0.00	0.00	0.00	0.00	0.00
7086-000000 - Miscellaneous Expenses	0.00	0.00	0.00	0.00	0.00	0.00
Total Other Expenses	0.00	0.00	0.00	0.00	0.00	0.00
Total District Expenses	41,989.48	17,451.42	24,418.06	163,817.22	160,115.56	3,601.66
Total Net Income	(33,432.98)	(14,995.42)	(18,437.56)	(6,996.72)	(15,556.16)	8,559.44



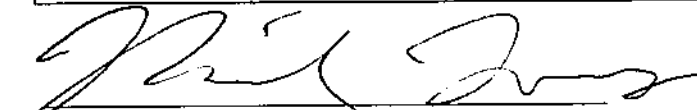
Audit Committee Guidelines

District #: **3**

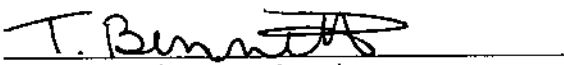
Circle one: **Mid-year Audit** or **Year-end Audit**

PROCEDURES TO BE COMPLETED	COMPLETED BY:
A. Organization	
<p>1. Obtain all supporting documents for the Mid-year or Year-end Treasurer's Report from the district treasurer, and sort the documents in the following manner:</p> <ul style="list-style-type: none"> • Stack #1: Sort treasurer's reports, bank statements and district reserve statements into separate groups, organize in chronological order and place in one stack. • Stack #2: Sort all other supporting documents in the order they appear on the Receipt Register and Payment Register. Receipt supporting documents should be placed behind the Receipt Register, and payment supporting documents should be placed behind the Payment Register. 	<p>TRB JCM je JF</p>
B. Substantiating Transactions	
<p>2. To ensure that all transactions are adequately supported, perform the following procedures:</p> <ul style="list-style-type: none"> • Trace and match all transactions on the Receipt Register and Payment Register to their respective supporting documentation. • Place a check mark (✓) on the Receipt Register and Payment Register next to each transaction that has supporting documents. The only transactions that should not be check marked are the ones missing supporting documents. • For the transactions missing supporting documents, contact the district treasurer and ask if such documents exist. If they do, request copies. 	<p>TRB JCM je JF</p>
C. Policy Review	

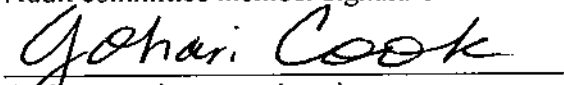
PROCEDURES TO BE COMPLETED	COMPLETED BY:
<p>3. To ensure that transactions were executed within the company policies, perform the following procedures:</p> <ul style="list-style-type: none"> Review all cancelled checks and verify that they were signed by both the district governor and district treasurer (checks made payable to the district governor or district treasurer should be signed or approved in writing by the lieutenant governor education and training or the lieutenant governor marketing). Review all reimbursement requests and verify that they were approved by the district governor. Ensure that all expenses on the request have adequate documentation (receipts or other supporting materials). Copies of credit card and/or bank statements are not valid receipts or documentation. Identify all payments in excess of USD \$500 and verify that each expense was properly approved by the district governor and at least one lieutenant governor. Any individual expense in excess of USD \$500 must be authorized in advance; there should be approval included in the supporting documentation and some indication of when the expense was approved (an email approving the expense is acceptable). Review all Debit Card transactions to ensure that all payments made by the district governor were authorized in advance in writing by the treasurer and at least one lieutenant governor. Payments made by the treasurer must be authorized in advance by the district governor and at least one lieutenant governor. Identify Other District Expenses (gifts, flowers, expressions of sympathy, etc.) to ensure they are not lavish or excessive and that they support the mission of the district. Tokens of appreciation are allowed up to \$25. Donations are not permitted in lieu of flowers or to any charitable fund. Review all meal expense reimbursements for District Leader August and Mid-year trainings to ensure the district governor, lieutenant governor education and training, and lieutenant governor marketing were reimbursed for their meals purchased, up to \$30 a day with supporting receipts. (Meal expenses are NOT covered by a per diem.) 	<p>TRB gC JCM mf</p>


 Audit committee member signature

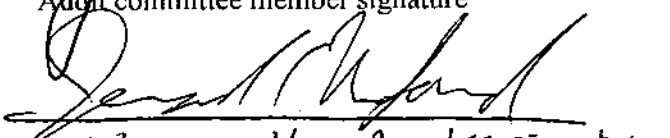
7/30/14
 Date


 Audit committee member signature

7/20/14
 Date


 Audit committee member signature

7-30-14
 Date


 Audit committee member signature

2-30-14
 Date