

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

Promotional materials for new clubs and membership campaigns, printing of promotional flyers and contests materials, and recognition/awards purchases were the transactions budgeted and recorded for this month. These included banners for our new clubs, Smedley Campaign, Bragging Rights, and replenishment of Toastmasters marketing material library.

Communications and Public Relations

No public relations expenses this month. Our main focus is to get the quarterly newsletter ready and to work on budgeting all our community events.

Education and Training

We had no District Officer training this month.

Speech contests

Our main focus for this month is to complete the club contests.

Administration

This month, we are focused on finishing our budget. Most of our expenses are recurrent transactions and the purchase of supplies.

Travel

This month we reimbursed most of the International Convention's expenses and they are all within budget.

Other Expenses

No transaction to report for this month and none was budgeted.

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

The district collected more than budgeted for membership revenue. It is budgeted \$755.00 and we collected \$1,005.50. We are above projections.

Conference Net Income/(Loss)

At this point, we do not have any conference expense. Nevertheless, early birds registration for conference totaled \$33.00 and we reimbursed \$3,000.00 which leaves us with a debit balance of \$2,967.00

Fundraising Net Income/(Loss)

There was no fundraising event this month. The only financial activities were the processing of transactions (reimbursement of expenses and deposit in the bank) regarding July Jubilee from last month.

TLI Net Income/(Loss)

No TLI event was held this month.

District Store Net Income/(Loss)

We have no transactions to report for this category. We have eliminated our store and opted all together to purchase online.

Other Revenue

No other revenue to report this month.

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

Month Ending 08/31/2012			07/01/2012 Through 08/31/2012		
Actual	Budget	Variance	Actual	Budget	Variance
District Revenue					
1,005.08	0.00	1,005.08	1,840.50	0.00	1,840.50
(2,967.00)	0.00	(2,967.00)	(2,560.00)	0.00	(2,560.00)
129.00	0.00	129.00	3,817.25	0.00	3,817.25
0.00	0.00	0.00	3,207.71	0.00	3,207.71
(1,833.00)	0.00	(1,833.00)	6,305.46	0.00	6,305.46
Total District Revenue					
830.68	0.00	830.68	6,714.24	0.00	6,714.24
District Expenses					
0.00	0.00	0.00	4,176.29	0.00	4,176.29
1,276.40	0.00	1,276.40	2,514.99	0.00	2,514.99
782.64	0.00	782.64	1,299.61	0.00	1,299.61
0.00	0.00	0.00	941.97	0.00	941.97
1,594.99	0.00	1,594.99	5,362.18	0.00	5,362.18
3,330.54	0.00	3,330.54	3,330.54	0.00	3,330.54
7,815.25	0.00	7,815.25	24,339.82	0.00	24,339.82
Total District Expenses					
(9,648.25)	0.00	(9,648.25)	(18,034.36)	0.00	(18,034.36)
Total Net Income					

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

	Month Ending 08/31/2012	Budget	Variance		07/01/2012 Through 08/31/2012	Budget	Variance
District Revenue							
Membership Revenue	1,005.00	0.00	1,005.00	Membership Revenue	1,840.50	0.00	1,840.50
Conference Revenue	33.00	0.00	33.00	Registration - Meal Events	440.00	0.00	440.00
Registration & Tickets	33.00	0.00	33.00	Total Registration & Tickets	440.00	0.00	440.00
Total Registration & Tickets	33.00	0.00	33.00	Non Registration			
Non Registration				6050-000000 - Refunds - Registration & Tickets	(3,000.00)	0.00	(3,000.00)
Total Non Registration	(3,000.00)	0.00	(3,000.00)	Total Non Registration	(3,000.00)	0.00	(3,000.00)
Total Non Registration	(3,000.00)	0.00	(3,000.00)	Total Conference Revenue	(3,000.00)	0.00	(3,000.00)
Total Conference Revenue	(2,967.00)	0.00	(2,967.00)	Fundraising Revenue	(2,560.00)	0.00	(2,560.00)
Fundraising Revenue	210.00	0.00	210.00	Registration & Tickets	3,710.00	0.00	3,710.00
Registration & Tickets	210.00	0.00	210.00	Non Registration			
Non Registration				Other			
Total	0.00	0.00	0.00	6020-000000 - Miscellaneous Income	188.25	0.00	188.25
Total	(81.00)	0.00	(81.00)	6050-000000 - Refunds - Registration & Tickets	(81.00)	0.00	(81.00)
Total	(81.00)	0.00	(81.00)	Total Other	107.25	0.00	107.25
Total	(81.00)	0.00	(81.00)	Total Non Registration	107.25	0.00	107.25
Total	129.00	0.00	129.00	Total Fundraising Revenue	3,817.25	0.00	3,817.25
Total	129.00	0.00	129.00	TLJ Revenue			
Total	0.00	0.00	0.00	Registration & Tickets	130.00	0.00	130.00
Total	0.00	0.00	0.00	Registration - Meal Events	2,487.77	0.00	2,487.77
Total	0.00	0.00	0.00	Registration - Training			
Total	0.00	0.00	0.00	Registration - No Item	339.94	0.00	339.94
Total	0.00	0.00	0.00	6025-000000 - Registration & Ticket Revenue	339.94	0.00	339.94
Total	0.00	0.00	0.00	Total Registration - No Item	2,957.71	0.00	2,957.71
Total	0.00	0.00	0.00	Total Registration & Tickets			
Total	0.00	0.00	0.00	Non Registration			
Total	0.00	0.00	0.00	6020-000000 - Miscellaneous Income	250.00	0.00	250.00
Total	0.00	0.00	0.00	Total Non Registration	250.00	0.00	250.00
Total	0.00	0.00	0.00	Total TLJ Revenue	3,207.71	0.00	3,207.71
Total	0.00	0.00	0.00	Total District Revenue	6,305.46	0.00	6,305.46
Total	0.00	0.00	0.00	Total District Revenue	6,714.24	0.00	6,714.24
Total	0.00	0.00	0.00	Fundraising Expenses	4,176.29	0.00	4,176.29
Total	0.00	0.00	0.00	TLJ Expenses			
Total	0.00	0.00	0.00	Marketing Expenses	304.40	0.00	304.40
Total	0.00	0.00	0.00	Building New Clubs	993.41	0.00	993.41
Total	0.00	0.00	0.00	Membership Growth	1,217.18	0.00	1,217.18
Total	0.00	0.00	0.00	Recognition	2,514.99	0.00	2,514.99
Total	0.00	0.00	0.00	Total Marketing Expense			
Total	0.00	0.00	0.00	Education & Training Expense	740.15	0.00	740.15
Total	0.00	0.00	0.00	Distinguished Clubs	437.22	0.00	437.22
Total	0.00	0.00	0.00	Training Division & Area Governors	42.49	0.00	42.49
Total	0.00	0.00	0.00	Training Areas & Divisions	79.75	0.00	79.75
Total	0.00	0.00	0.00	Other	1,299.61	0.00	1,299.61
Total	0.00	0.00	0.00	Total Education & Training Expense	941.97	0.00	941.97
Total	0.00	0.00	0.00	Speech Contest Expenses	5,362.18	0.00	5,362.18
Total	0.00	0.00	0.00	Administration Expenses			
Total	0.00	0.00	0.00	Travel Expense			
Total	0.00	0.00	0.00	LGM	1,789.41	0.00	1,789.41
Total	0.00	0.00	0.00	Area Governor	94.02	0.00	94.02
Total	0.00	0.00	0.00	IPDG	1,447.11	0.00	1,447.11
Total	0.00	0.00	0.00	Total Travel Expense	3,330.54	0.00	3,330.54
Total	0.00	0.00	0.00	Total District Expenses	24,339.82	0.00	24,339.82
Total	0.00	0.00	0.00	Total District Expenses	(18,034.36)	0.00	(18,034.36)
Total	0.00	0.00	0.00	Total Net Income			
Total	0.00	0.00	0.00	Total Net Income	(18,034.36)	0.00	(18,034.36)

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

	Month Ending 08/31/2012	07/01/2012 Through 08/31/2012	
	Actual	Budget	Variance
District Revenue			
Membership Revenue			
6005-000000 - Membership Revenue	1,095.00	0.00	1,095.00
Total Membership Revenue	1,095.00	0.00	1,095.00
Conference Revenue			
Registration & Tickets			
6025-000000 - Registration & Ticket Revenue	33.00	0.00	33.00
Total Registration - Meal Events	33.00	0.00	33.00
Total Registration & Tickets	33.00	0.00	33.00
Non Registration			
6050-000000 - Refunds - Registration & Tickets	(3,000.00)	0.00	(3,000.00)
Total Non Registration	(3,000.00)	0.00	(3,000.00)
Total Conference Revenue	(2,967.00)	0.00	(2,967.00)
Fundraising Revenue			
Registration & Tickets			
6025-000000 - Registration & Ticket Revenue	210.00	0.00	210.00
Total Registration & Tickets	210.00	0.00	210.00
Non Registration			
Other			
6020-000000 - Miscellaneous Income	0.00	0.00	0.00
6050-000000 - Refunds - Registration & Tickets	(81.00)	0.00	(81.00)
Total Other	(81.00)	0.00	(81.00)
Total Non Registration	(81.00)	0.00	(81.00)
Total Fundraising Revenue	129.00	0.00	129.00
TII Revenue			
Registration & Tickets			
6025-000000 - Registration & Ticket Revenue	130.00	0.00	130.00
Total Registration - Meal Events	130.00	0.00	130.00
Total Registration & Ticket Revenue	130.00	0.00	130.00
Registration - Training			
6025-000000 - Registration & Ticket Revenue	2,487.77	0.00	2,487.77
Total Registration - Training	2,487.77	0.00	2,487.77
Registration - No Item			
6025-000000 - Registration & Ticket Revenue	339.94	0.00	339.94
Total Registration - No Item	339.94	0.00	339.94
Total Registration & Tickets	2,957.71	0.00	2,957.71
Non Registration			
6020-000000 - Miscellaneous Income	250.00	0.00	250.00
Total Non Registration	250.00	0.00	250.00
Total Non Registration	250.00	0.00	250.00
Total TII Revenue	3,207.71	0.00	3,207.71
Total District Revenue	(1,833.00)	0.00	(1,833.00)
District Expenses			
Fundraising Expenses			
7010-000000 - Awards Expense (Trophies, Plaques, Ribbons & Certificates)	1,485.59	0.00	1,485.59
7014-000000 - Room Rental Event Expense	4,206.10	0.00	4,206.10
7018-000000 - Decorations Expense	830.68	0.00	830.68
7020-000000 - Printing Expense	191.87	0.00	191.87
Total Fundraising Expenses	6,714.24	0.00	6,714.24
TII Expenses			
7006-000000 - Educational Materials	1,269.38	0.00	1,269.38
7014-000000 - Room Rental Event Expense	2,656.91	0.00	2,656.91
7086-000000 - Miscellaneous Expenses	250.00	0.00	250.00
Total TII Expenses	4,176.29	0.00	4,176.29
Marketing Expenses			
Building New Clubs			
7008-000000 - Promotional Materials	304.40	0.00	304.40

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

Month Ending 08/31/2012			07/01/2012 Through 08/31/2012		
Actual	Budget	Variance	Actual	Budget	Variance
304.40	0.00	304.40	304.40	0.00	304.40
0.00	0.00	0.00	227.48	0.00	227.48
636.00	0.00	636.00	765.93	0.00	765.93
636.00	0.00	636.00	993.41	0.00	993.41
336.00	0.00	336.00	336.00	0.00	336.00
0.00	0.00	0.00	881.18	0.00	881.18
336.00	0.00	336.00	1,217.18	0.00	1,217.18
1,276.40	0.00	1,276.40	2,514.99	0.00	2,514.99
740.15	0.00	740.15	740.15	0.00	740.15
740.15	0.00	740.15	740.15	0.00	740.15
0.00	0.00	0.00	302.79	0.00	302.79
0.00	0.00	0.00	134.43	0.00	134.43
0.00	0.00	0.00	437.22	0.00	437.22
42.49	0.00	42.49	42.49	0.00	42.49
42.49	0.00	42.49	42.49	0.00	42.49
0.00	0.00	0.00	43.75	0.00	43.75
0.00	0.00	0.00	36.00	0.00	36.00
0.00	0.00	0.00	79.75	0.00	79.75
782.84	0.00	782.84	1,289.61	0.00	1,289.61
0.00	0.00	0.00	941.97	0.00	941.97
0.00	0.00	0.00	941.97	0.00	941.97
0.00	0.00	0.00	36.36	0.00	36.36
0.00	0.00	0.00	522.63	0.00	522.63
837.66	0.00	837.66	837.66	0.00	837.66
100.00	0.00	100.00	199.50	0.00	199.50
207.15	0.00	207.15	1,255.95	0.00	1,255.95
54.81	0.00	54.81	109.62	0.00	109.62
0.00	0.00	0.00	103.60	0.00	103.60
68.13	0.00	68.13	102.49	0.00	102.49
327.24	0.00	327.24	739.82	0.00	739.82
0.00	0.00	0.00	1,454.55	0.00	1,454.55
1,594.99	0.00	1,594.99	5,362.18	0.00	5,362.18
595.00	0.00	595.00	595.00	0.00	595.00
1,173.41	0.00	1,173.41	1,173.41	0.00	1,173.41
21.00	0.00	21.00	21.00	0.00	21.00
1,789.41	0.00	1,789.41	1,789.41	0.00	1,789.41
94.02	0.00	94.02	94.02	0.00	94.02
94.02	0.00	94.02	94.02	0.00	94.02
1,173.41	0.00	1,173.41	1,173.41	0.00	1,173.41
239.70	0.00	239.70	239.70	0.00	239.70
34.00	0.00	34.00	34.00	0.00	34.00
1,447.11	0.00	1,447.11	1,447.11	0.00	1,447.11
3,330.54	0.00	3,330.54	3,330.54	0.00	3,330.54
7,815.25	0.00	7,815.25	24,339.82	0.00	24,339.82

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

Month Ending 08/31/2012		
Actual	Budget	Variance
(9,648.25)	0.00	(9,648.25)
		Total Net Income

07/01/2012 Through 08/31/2012		
Actual	Budget	Variance
(18,034.36)	0.00	(18,034.36)

District 3
Reconciliation Report
 As Of 08/31/2012
 Account: District Reserve Receivable

Statement Ending Balance	51,547.60
Deposits in Transit	0.00
Outstanding Checks and Charges	0.00
Adjusted Bank Balance	51,547.60
Book Balance	51,547.60
Adjustments*	0.00
Adjusted Book Balance	51,547.60

Total Checks and Charges Cleared	1,044.55	Total Deposits Cleared	1,005.00
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Deposits

Name	Memo	Date	Doc No	Cleared	In Transit
General Ledger Entry	August Monthly Membership Revenue	08/31/2012		1,005.00	
Total Deposits				1,005.00	0.00

Checks and Charges

Name	Memo	Date	Check No	Cleared	Outstanding
Toastmasters International - WHQ	Brochures	08/09/2012	9001244587	4.00	
Toastmasters International - WHQ	Portable Lectern	08/21/2012	9001177665	300.40	
Toastmasters International - WHQ	Banners	08/28/2012	9001244800	740.15	
Total Checks and Charges				1,044.55	0.00

District 3 Reconciliation Report

As Of 08/31/2012

Account: Cash - Bank of America (6622)

Statement Ending Balance	9,168.20
Deposits in Transit	0.00
Outstanding Checks and Charges	(231.74)
Adjusted Bank Balance	8,936.46
Book Balance	8,936.46
Adjustments*	0.00
Adjusted Book Balance	8,936.46

Total Checks and Charges Cleared	11,601.57	Total Deposits Cleared	243.00
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Deposits

Name	Memo	Date	Doc No	Cleared	In Transit
July Jubilee		08/09/2012	INV 00011828	210.00	
DEC Meal Revenue		08/09/2012	INV 00011829	33.00	
TLI Revenue		08/29/2012	00043	108.25	
TLI Revenue	Receipt voided. This was actually received on 07/16/2012.	08/29/2012	00043	(108.25)	
Total Deposits				243.00	0.00

Checks and Charges

Name	Memo	Date	Check No	Cleared	Outstanding
Timothy Smith LGM		05/20/2012	6673		39.00
Emiko Bauer		05/23/2012	6677		59.62
Marcia Roberts LGET		07/07/2012	Chk 6698	13.98	
Marcia Roberts LGET		07/07/2012	Chk 6700	49.63	
Marcia Roberts LGET		07/21/2012	Chk 6708		11.70
Earnwarecor		07/21/2012	Chk 6709	839.40	
Guy Kuawu		07/21/2012	Chk 6712	34.36	
Guy Kuawu		07/21/2012	Chk 6713	99.50	
United States Post Office		07/21/2012	Chk 6714	5.90	
Amazing Awards		07/21/2012	Chk 6715	784.77	
U of A Foundation		07/26/2012	Chk 6717		43.75
Authnet Gateway Fee	Credit Card Fees	08/02/2012	26433386	10.00	
Bank Card Merchant Fees	Bank Charges	08/02/2012	192704150000568	278.39	
Great Projections Inc		08/04/2012	Check 6719	330.66	
Amazing Awards		08/04/2012	Check 6720	336.00	
Amazing Awards		08/04/2012	Check 6721	1,061.00	
Guy Kuawu		08/04/2012	Check 6722	68.13	
Kathi Ferrelra		08/05/2012	Check 6723		31.67
Carol Polcyn		08/05/2012	Check 6724	81.05	
Jeannie Enders		08/05/2012	Check 6725	112.26	
Laina Llyod		08/05/2012	Check 6726	94.02	
Laser Creations		08/05/2012	Check 6727	405.00	
Gear Up Promotions		08/05/2012	Check 6728	200.70	
Bill Bristol		08/05/2012	Check 6729		46.00
Glenn Barber		08/05/2012	Check 6730	35.00	
Capital Merchant Gateway Fee		08/07/2012	618292	38.85	
Randy Halverson		08/08/2012	192704150000568	3,000.00	
Century Link 520749		08/20/2012	15207490062836	29.48	
Hallie Adams		08/23/2012	Check 6731	1,789.41	
RC Type, Print & Direct Mail		08/23/2012	Check 6734	182.00	
Rose Beeson DG		08/23/2012	Check 6736	1,447.11	
Hallie Adams		08/23/2012	Check 6737	42.49	
Century Link 602254		08/27/2012	Auto Pay	25.33	
Hostgator.Com		08/30/2012	INV 17386944,1	143.20	
Hostgator.Com	Void Payment. Amount should have been	08/30/2012	Voided - INV 17386944,1	(143.20)	

District 3
Reconciliation Report
As Of 08/31/2012
Account: Cash - Bank of America (6622)

Hostgator.Com	143.40 instead of	08/30/2012		143.40	
Mailchimp.Com	143.20.	08/31/2012	INV 2412525	63.75	
			Total Checks and Charges	<u>11,601.57</u>	<u>231.74</u>

District 3
Balance Sheet (in USD)
07/01/2012 Through 08/31/2012

	<u>Actual</u>
Assets	
Current Assets	
Cash and Cash Equivalents	<u>60,484.06</u>
Inventory	<u>2,306.45</u>
Total Current Assets	<u>62,790.51</u>
Total Assets	\$ <u>62,790.51</u>
Liabilities and Equity	
Liabilities	
Current Liabilities	
Deferred Revenue	<u>3,200.00</u>
Total Current Liabilities	<u>3,200.00</u>
Total Liabilities	<u>3,200.00</u>
Stockholders Equity	
Net Assets	<u>77,624.87</u>
Net Income (Loss)	(18,034.36)
Total Stockholders Equity	<u>59,590.51</u>
Total Liabilities and Equity	\$ <u>62,790.51</u>

District 3
Available Funds (in USD)
Month Ending 08/31/2012

Available Funds

Cash & District Reserve	
Cash	
Cash - Bank of America (6622)	8,936.46
Total Cash	<u>8,936.46</u>
District Reserve	51,547.60
Total Cash & District Reserve	<u>60,484.06</u>
Minimum District Reserve Required at Year End	<u>(17,973.00)</u>
Total Available Funds	<u>42,511.06</u>