



**TOASTMASTERS INTERNATIONAL**  
**Certification for**  
**Jan - Mar**  
**2017-2018**

DISTRICT 3

**INSTRUCTIONS:**

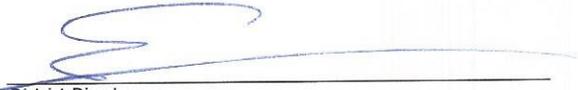
1. Complete all sections on the Narrative tab.
2. Fill in the white cells below with the appropriate information and print out this page.
3. Obtain related signature below. **Electronic signatures are not acceptable.**
4. Distribute monthly reports per Toastmasters International protocol 8.4, to the District Director, Program Quality Director and the Club Growth Director 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
<b>Monthly Net Income/(Loss)</b>	\$26,867.78
<b>Year to Date Net Income/(Loss)</b>	\$10,288.61
<b>Total Available Funds</b>	\$115,486.80

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 2017-2018 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 2017-2018 term.

Dated this 2nd day of May

  
 \_\_\_\_\_  
 District Director

  
 \_\_\_\_\_  
 District Finance Manager

**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 2017-2018 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](http://www.toastmasters.org/AuditGuide)  
**NOTE:** Audit committee members cannot be members of the district executive committee (e.g., district director, program quality director, club growth director, immediate past district director, secretary, finance manager, public relations officer, division directors, area directors).



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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's goals for the year regarding membership is 9,672.  
The strategies for this year have remained the same with the change of the PRM team being active in reaching out to the district members and community through social media, networking events, radio, TV and print. The district continue the use of calling trees, individual and club incentives to reach membership goals.

**Conference Net Income/(Loss)**

There is only one conference left in the TM year - Spring Conference is scheduled for May 18-20 in Phoenix, AZ. We anticipate 150 full conference attendees and additional participants for various components of the weekend.

**Fundraising Net Income/(Loss)**

There are no fundraising events planned this month.

**TLI Net Income/(Loss)**

District 3 completed 8 sessions of TLI between Jan-Feb to include one specific to our prison club and another for our rural areas who are geographically challenged to attend our larger events. The most significant expenses are related to the securing of facilities and providing food and printed materials. Members pay \$7/ event to attend. Future plans are in progress to minimize costs related to printing and food based on digital promotion and more streamlined scheduling to avoid meal times. Going forward D3 is planning on hosting 6 TLI event in Summer 2018 to train incoming officers. The first event is June 16, 2018 in Tucson at Fountain of Life Church. TLI facilitator training is May 12 and June 12. Announcements are being made now to share information about changes to the number of events offered. Other changes include digital versions of the participant guide to reduce printing costs and change in times for each event to reduce food costs.

**District Store Net Income/(Loss)**

D3 does not have a District Store

**Other Revenue**

There was no unexpected revenue

**Marketing**

Marketing expenditures for the quarter included new club banners, an entry in the Phoenix Book of Lists, Arizona Daily Star advertisement, printing of Membership incentive fliers (Membership Master and Bragging Rights) and shipping of new club materials, and shipping of dues award winners their winnings. Because the cost of shipping is so high, we are considering TI Gift Certificate for future promotions.  
All expenses were in line with expectations



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**Communications and Public Relations**

The focus for the district was the Communications and Public Relations Team to continue coordinating an active public relations and publicity program in the district. By establishing and maintaining lines of communication between the district and its clubs, as well as between the district and the public. The events that were planned are as follows: On March 10 & 11, Tucson Festival of Books. On Friday, March 23, 2018, Karen Nowicki, Owner/President of Phoenix Business RadioX interviewed Toastmasters Enid Moore-Cranshaw, District Director, Rosalyn Carter, Region 10 Advisor, Catherine Norman, 2018 Spring Conference Chair, Becky Van Fleet, Conference Presenter in Arizona were interviewed. Saturday, May 18, 2018, the 2018 Spring Conference simulcast on Phoenix Business Radio X with the Trio Radio appearance. What is being done differently from last year is that the PRM is working to increase awareness of Toastmasters through local news media and social media. The PRM communicates Toastmasters' key messages when writing news releases and speaking to members, potential members and journalists. Also, the PRM is training the club VPPRs in our district using the Achieving Success as Vice President Public Relations.

**Education and Training**

One of the focuses in our district is to support, educate, and promote corporate clubs. District 3 prepared for a Corporate Club Day (February) - the first one in our district - to support the advancement and recognize the achievements of the corporate clubs. The Divisions have been holding Pathways training to complement the training and virtual support sessions held by Pathways Guides and Ambassadors. As TI phases out these roles for D3, the district is picking up the education responsibility.

**Speech contests**

District 3 is focused on supporting the Table Topics and International contests in preparation for the area, division, and district events. Club contests began in February, area in March, and division events are held in April and early May. Our district conference for the finals of Table Topics will be held May 18-20, along with the International contest.

**Administration**

The main focus was to reach out to the clubs to make them feel appreciated by hosting a Corporate Appreciation Day. Contest were held and there was a push to grow membership across the district.

**Travel**

The main focus was to ensure Pathways Guides and district officers traveling for training were reimbursed.

**Other Expenses**

D3 had no unexpected expenses