



**TOASTMASTERS INTERNATIONAL**  
**Certification for**  
**April - June**  
**2018**

DISTRICT 3

**INSTRUCTIONS:**

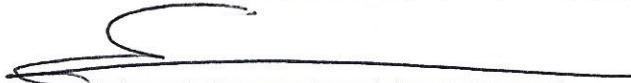
1. Complete all sections on the Narrative tab.
2. Fill in the white cells below with the appropriate information and print out this page.
3. Obtain related signature below. **Electronic signatures are not acceptable.**
4. Distribute monthly reports per Toastmasters International protocol 8.4, to the 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>	<u><u>(\$20,367.90)</u></u>
<b>Year to Date Net Income/(Loss)</b>	<u><u>\$8,029.51</u></u>
<b>Total Available Funds</b>	<u><u>\$102,480.60</u></u>

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 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 2018 term.

Dated this 31st day of August

  
 \_\_\_\_\_  
 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 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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**2017-2018**

**DISTRICT**

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)**

Spring Conference was held May 18-20 in Phoenix. It was a success.  
Gross income was \$54,348 and expenses were \$56,290 resulting in a \$1,942 Net Loss

**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. Plans to minimize costs related to printing and food have been addressed; scheduling to avoid meal times and making the participant guide available digitally will reduce costs. D3 is hosting 6 TLI event in Summer 2018 to train incoming officers. The first event was June 16, 2018 in Tucson at Fountain of Life Church. TLI facilitator training was May 12 and June 12. Information via social media, newsletter, and contest announcements were made to educate about the changes.

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

D3 does not have a District Store

**Other Revenue**

There was no unexpected revenue

**Marketing**

May expenses for Marketing were limited to club banners and new member applications. June expenses for Marketing were limited to a club banner, ordering and shipping out of club building materials and promotions for Beat the Clock campaign.



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**Communications and Public Relations**

The focus of the Communications and Public Relations Team was as follows: Promoted and published various District activities on the 1st and 15th of each month via MailChimp. Promoted 2018 Spring Conference May 18-20, 2018 via all broadcast and print media. This included a live simulcast on Phoenix Business RadioX with interviews from the District Leaders. The following are being done differently than last year: A proper transition for the next PRM took place June 19. The PRM developed and implemented a Public Relations page on District 3 Website. The club VPPR and clubs' members could access these resources and advertise across social media platforms without difficulties. The PRM team worked diligently to increase awareness of Toastmasters through local news media and social media.

**Education and Training**

The main focus for June was to train incoming Area and Division Directors for the 2018-2019 Toastmasters year. The Divisions held Pathways training to complement the training and virtual support sessions held by Pathways Guides and Ambassadors. D3 leadership (incl. ADs and DVDs) along with remaining Pathways team members are continuing the education on Pathways for the district through workshops, conference and TLI sessions.

**Speech contests**

District 3 supported 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. District conference for the finals of Table Topics was held May 18-20, along with the International contest. Sign Language Interpreters were hired for the District Speech Contest to enable the hearing impaired to enjoy the contest.

**Administration**

The main focus for Administration was the District elections, building membership, TLI preparation, a successful District Conference and Distinguished Clubs.

**Travel**

Travel expenses were reimbursed for District leaders travel to Mohave Contest and other district events.

**Other Expenses**

D3 had no unexpected expenses