

INSTRUCTIONS:

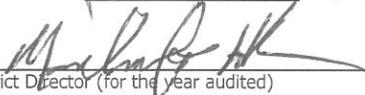
1. Complete all sections on the Narrative tab.
2. Fill in the white cells below with the appropriate information and print out this page.
3. Obtain related signature below. **Electronic signatures are not acceptable.**
4. Distribute monthly reports per Toastmasters International protocol 8.4, to the 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)	(12,273.48)
Year to Date Net Income/(Loss)	(12,641.83)
Total Available Funds	96,276.82

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 2018-2019 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 2018-2019 term.

Dated this 23rd day of August 2019

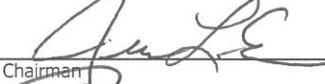

District Director (for the year audited)


District Finance Manager (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 2018-2019 term in accordance with the Audit Committee Guidelines* and believe that this report properly reflects the operation for that term.

Dated this 24 day of August, 2019


Chairman

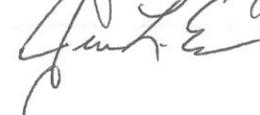

Member


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 director, program quality director, club growth director, immediate past district director, secretary, finance manager, public relations officer, division directors, area directors).






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

Membership for the quarter significantly missed targets and was a disappointment. While the numbers were down, we feel that we maintained our integrity as the year ended by not encouraging clubs to prop up their numbers through paper memberships.

Conference Net Income/(Loss)

The actual total conference expense for the month of June was 6% under budget. We found a different printer to print the conference brochures which saved about \$500. The decorations was under budget because people did not submit for reimbursement. We offered incentives for first timer game.

Fundraising Net Income/(Loss)

There were no fundraising activities this quarter.

TLI Net Income/(Loss)

There were two train-the-trainer events in June. One in Tucson and one in Phoenix. We had our first TLI event at the Edward Jones building in Tempe.
The actual total TLI expenses for the month of June was 36% under budget. I expect to see TLI expenses pickup in the month of July with two TLI events scheduled.

District Store Net Income/(Loss)

There is no district store in District 3.

Other Revenue

The only other revenue this quarter was a donation due to a closed club.

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

We were over budget because we ordered the dues incentives for the year during this quarter instead of during the other three quarters (where we budgeted it).

Communications and Public Relations

Attending a business networking event from NetworkingPhoenix.com, collecting referrals for new clubs or new members for CGD team. Working on submitting several proposals to help 2019-2020 PR, marketing, and social media efforts. Received a prospectus from Niall at the Small Business Expo for Oct. 2019 show; requested time to determine the next PR team and will introduce during transition. Podcast has been launched by Don Griffith & his team, will report on subscribers and downloads in June narratives. Renewed membership with the Arizona Small Business Association.

Education and Training

The actual total education & training incentives for the month of June was under budget by 80% and for the year was under budget by 87%.

This indicates that either we did not give away enough incentives or we over-estimated on the budget.

The actual total for training club officer expenses was 24% under budget. Saved on room rental expenses.

Speech contests

Speech contest expenses this quarter included recording the International Speech Contest at the District level for submission into the regional competition.

Administration

For the quarter, Awards expenses were significantly over plan because no pin inventory was passed on from the prior year administration, and also because we established a pin inventory for Pathways recognition. A large amount of these expenses were also attributable to our ordering gift certificates in bulk, and then not appropriately distributing the as the inventory of gift certificates to the different cost centers.

Travel

Travel was in line with plan for the year. There was more AD and DVD mileage expenses submitted than in the past, the budget had not allocated expenses for IPDD conference registration even though our procedures allow for it,

Other Expenses

Other expenses included only the monthly TI allocation this quarter.

Accrual Template

Instructions:

In columns A, B, C and D, select the account label, reporting code, district flag and currency from the drop-down list in each cell. Type the amount in Column E and a memo describing the expense in Column F.

This template is to be completed for any services and/or merchandise received on or prior to December 31 (Mid-year) and June 30 (Year-end) but have not been invoiced by the vendor or submitted by the member.

District #:

3

Period:

Year-End (June 30th)



Account Label	Reporting Code	District Flag	Currency	Amount	Memo
7082-000000- Incentives	520- Marketing - Membership Growth	110 - Non District Ord	USD - US Dollar	4,452.61	Tublers for Marketing Incentive from Brown + Bigelow
7010-000000- Awards Expense (Trophies, Plaques, Ribbons &)	900- Administration	100 - District Orders	USD - US Dollar	94.00	Awards for Year End Celebration
Total Accrued Expenses				4,452.61	

Sign below for Year-end Accruals Only

I, the undersigned, certify that the outstanding obligation(s) is approved for payment and budgeted for in the 2016-2017 budget.

 **Sep 7, 2019**
Date

Outgoing district director

I, the undersigned, certify that I have agreed to pay the accrued expenses for the prior term.

 **Sep 7, 2019**
Date

Incoming district director