



TOASTMASTERS INTERNATIONAL
Certification for
December
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) 858-1207

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	<u>USD</u>
Monthly Net Income/(Loss)	<u>(3,445.07)</u>
Year to Date Net Income/(Loss)	<u>(5,466.23)</u>
Total Available Funds	<u>91,125.77</u>

1. We, the undersigned, certify that all district financial records have been made available to the audit committee (Mid-year and Year-end) for inspection and that that any unpaid bills or other outstanding obligations for the 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 the 2017-2018 term.

Dated this _____ 27th _____ day of _____ January _____

 District Director

 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 for the 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" section of the webiste:
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 Governor, Administration Manager, Finance Manager, Public Relations Manager, Division Directors, Area Directors).



TOASTMASTERS INTERNATIONAL

Narratives for

December

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 YTD District revenue goal for the year is \$88,767. The district is using the Area Directors and Division Directors as liaisons between the clubs and Districts to ensure dues are paid. There are seven new clubs and counting. The members from the increasing new clubs will increase revenue. The PRM team is also working to promote Toastmasters International in Arizona which is helping in increasing membership and clubs.

Conference Net Income/(Loss)

District 3 Spring Conference will be the only full conference in the calendar year 2018. It will be held at the same location as Spring Conference 2017: the Sheraton Crescent Hotel in Phoenix (2620 W. Dunlap, Phoenix, AZ 85021) which is a central Arizona location. District 3 is budgeting for 100 full-conference attendees; cost is \$155 for early-bird registration and \$165 for regular registration. An additional 45 attendees are expected to purchase gallery seating at \$20/seat to view the contests. There is an expected revenue by the facility of \$23,830 and District 3 pays incremental payments to match the minimal revenue (guest stay minimum \$8,330 and F&B minimum \$15,000); additional costs for AV and special accommodations are paid separately. There is an estimated expense of \$25,316 for the Spring Conference.

Fundraising Net Income/(Loss)

There was no Fundraising events this month.

TLI Net Income/(Loss)

A total of 9 TLI events will be held in District 3 (including one specific for Carpe Diem prison club) The cost for each member to attend is \$7. The bulk of the expenditures is dedicated to reserving facilities, followed by food, and printing to serve the number of attendees and provide them with adequate materials for optimal learning.

District Store Net Income/(Loss)

D3 does not have a District Store

Other Revenue

There was no unexpected revenue



TOASTMASTERS INTERNATIONAL

Narratives for

December

2017-2018

DISTRICT 3

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

December generally does not see much marketing activity due to the pending holidays. However, three clubs did charter this month and we placed orders for their banners. There were no other expenses. This is in line with expectations.

Communications and Public Relations

The focus of the Communications and Public Relations Team was planning the creation of material that would maintain and enhance the public image of District 3 Toastmasters. The team continued building mutually beneficial relationships between our members and the external public while managing communication between the organization and the public through the launching of the new District 3 Website. Additionally, we focused on getting the word out and promoting the Pathways program through advertising and outreach via various forms of broadcast and print media. The Phoenix Business Journal Magazine, Book of Lists, "The Best Places to Work" event was planned and over 100 leads were collected by volunteers Catherine Norman, Kathy Smith, Wendy Durfee, Michael Holian, and Enid Moore-Cranshaw. The advertisement in the Phoenix Business Journal was a new Communications and Public Relations campaign to maintain and bring in new prospective members for the organization.

Education and Training

The main focus of training in District 3 is related to supporting a smooth transition to Pathways in order to accomplish DCP goals and attract new membership. District 3 is also committed to supporting the success of corporate clubs and their needs as related to developing a strong workforce. TLI sessions specific to Pathways have been scheduled; and, a Corporate Day showcasing the success and additional education requested of the workplace-based clubs will take place on 2/24/18.

Speech contests

The main focus for contest season is to elevate new leaders to take charge of contest preparation and hosting. District 3 has the luxury of having many seasoned Toastmasters that are willing and able to mentor new leaders and we are encouraging people to step out and lead contest activities. Several areas and divisions have encouraged their membership to attend contest training; and, some are holding additional training for newer Toastmaster leaders.

Administration

The main focus this month was to pay standing expenses, Pathways rollout, Judges and Contest Training. There were no unexpected expenses. There were adjustments to expense allocations from November in the month of December.

Travel

The main focus for this month was to ensure Pathways Guides and Ambassadors were reimbursed for their travel expense. District Leaders were also reimbursed for traveling over 40 miles to training and District events. Judges and Contest Training was conducted this weekend. There was no unexpected expenses.

Other Expenses

D3 had no unexpected expenses

District 3
Balance Sheet (in USD)

07/01/2017 Through 12/31/2017

	Actual
Assets	
Current Assets	
Cash and Cash Equivalents	114,992.14
Prepaid Expenses	4,236.69
Total Current Assets	119,228.83
Total Assets	\$ 119,228.83
Liabilities and Equity	
Liabilities	
Current Liabilities	
Accrued Liabilities	59.62
Total Current Liabilities	59.62
Total Liabilities	59.62
Stockholders Equity	
Net Assets	124,635.44
Net Income (Loss)	(5,466.23)
Total Stockholders Equity	119,169.21
Total Liabilities and Equity	\$ 119,228.83

District 3
Available Funds (in USD)
Month Ending 12/31/2017

Available Funds

Cash & District Reserve	
Cash	
Cash - Bank of America (6622)	11,464.94
Total Cash	<u>11,464.94</u>
District Reserve	<u>103,527.20</u>
Total Cash & District Reserve	<u>114,992.14</u>
Minimum District Reserve Required at Year End	<u>(23,866.37)</u>
Total Available Funds	<u><u>91,125.77</u></u>

District 3
Profit & Loss (Actual vs. Budget Summary) (in USD)

Month Ending 12/31/2017			07/01/2017 Through 12/31/2017			
Actual	Budget	Variance		Actual	Budget	Variance
			District Revenue			
738.76	1,010.00	(271.24)	Membership Revenue	46,177.86	45,718.00	459.86
500.00	0.00	500.00	Conference Revenue	24,401.00	32,137.46	(7,736.46)
0.00	0.00	0.00	Fundraising Revenue	3,774.00	3,774.00	0.00
771.00	1,200.00	(429.00)	TLI Revenue	7,103.00	7,138.00	(35.00)
0.00	0.00	0.00	Speech Contest Revenue	205.33	0.00	205.33
(500.00)	0.00	(500.00)	Other Revenue	0.00	0.00	0.00
<u>1,509.76</u>	<u>2,210.00</u>	<u>(700.24)</u>	Total District Revenue	<u>81,661.19</u>	<u>88,767.46</u>	<u>(7,106.27)</u>
			District Expenses			
0.00	0.00	0.00	Conference Expenses	27,216.51	32,095.28	(4,878.77)
0.00	0.00	0.00	Fundraising Expenses	9,688.94	9,688.94	0.00
177.27	4,360.00	(4,182.73)	TLI Expenses	7,273.66	16,451.12	(9,177.46)
1,264.73	1,875.00	(610.27)	Marketing Expense	4,162.96	8,990.01	(4,827.05)
5,211.05	3,950.00	1,261.05	Communications & PR Expenses	12,524.14	19,547.06	(7,022.92)
477.02	280.00	197.02	Education & Training Expense	1,542.28	5,505.26	(3,962.98)
2,830.64	4,950.00	(2,119.36)	Speech Contest Expenses	6,773.26	6,005.01	768.25
(5,005.88)	1,880.00	(6,885.88)	Administration Expenses	10,672.54	14,181.77	(3,509.23)
0.00	960.00	(960.00)	Travel Expense	7,273.13	11,905.98	(4,632.85)
<u>4,954.83</u>	<u>18,255.00</u>	<u>(13,300.17)</u>	Total District Expenses	<u>87,127.42</u>	<u>124,370.43</u>	<u>(37,243.01)</u>
<u>(3,445.07)</u>	<u>(16,045.00)</u>	<u>12,599.93</u>	Total Net Income	<u>(5,466.23)</u>	<u>(35,602.97)</u>	<u>30,136.74</u>

District 3
Receipts Register (12/01/2017 - 12/31/2017)

Receipt date	Customer	Payment method	Transaction number	Transaction date	Txn currency	Txn amount	Amount (USD)	Amount applied on (USD)	Deposited on	Bank account
12/29/2017	C-00000123--TLI Revenue	Check		12/29/2017	USD	49.00	49.00	49.00	12/29/2017	6622 Checking
12/28/2017	C-00000123--TLI Revenue	Check		12/28/2017	USD	70.00	70.00	70.00	12/28/2017	6622 Checking
12/27/2017	C-00000123--TLI Revenue	Check		12/27/2017	USD	7.00	7.00	7.00	12/27/2017	6622 Checking
12/26/2017	C-00000123--TLI Revenue	Check		12/26/2017	USD	21.00	21.00	21.00	12/26/2017	6622 Checking
12/26/2017	C-00000123--TLI Revenue	Check		12/26/2017	USD	7.00	7.00	7.00	12/26/2017	6622 Checking
12/22/2017	C-00000123--TLI Revenue	Check		12/22/2017	USD	105.00	105.00	105.00	12/22/2017	6622 Checking
12/21/2017	C-00000123--TLI Revenue	Check		12/21/2017	USD	91.00	91.00	91.00	12/21/2017	6622 Checking
12/20/2017	C-00000123--TLI Revenue	Check		12/20/2017	USD	7.00	7.00	7.00	12/20/2017	6622 Checking
12/19/2017	C-00000123--TLI Revenue	Check		12/19/2017	USD	21.00	21.00	21.00	12/19/2017	6622 Checking
12/18/2017	C-00000123--TLI Revenue	Check		12/18/2017	USD	50.00	50.00	50.00	12/18/2017	6622 Checking
12/18/2017	C-00000123--TLI Revenue	Check		12/18/2017	USD	28.00	28.00	28.00	12/18/2017	6622 Checking
12/18/2017	C-00000123--TLI Revenue	Check		12/18/2017	USD	14.00	14.00	14.00	12/18/2017	6622 Checking
12/15/2017	C-00000123--TLI Revenue	Check		12/15/2017	USD	63.00	63.00	63.00	12/15/2017	6622 Checking
12/14/2017	C-00000123--TLI Revenue	Check		12/14/2017	USD	7.00	7.00	7.00	12/14/2017	6622 Checking
12/13/2017	C-00000123--TLI Revenue	Check		12/13/2017	USD	91.00	91.00	91.00	12/13/2017	6622 Checking
12/12/2017	C-00000123--TLI Revenue	Check		12/12/2017	USD	21.00	21.00	21.00	12/12/2017	6622 Checking
12/11/2017	C-00000123--TLI Revenue	Check		12/11/2017	USD	49.00	49.00	49.00	12/11/2017	6622 Checking
12/11/2017	C-00000123--TLI Revenue	Check		12/11/2017	USD	14.00	14.00	14.00	12/11/2017	6622 Checking
12/07/2017	C-00000123--TLI Revenue	Check		12/07/2017	USD	35.00	35.00	35.00	12/07/2017	6622 Checking
12/06/2017	C-00000123--TLI Revenue	Check		12/06/2017	USD	14.00	14.00	14.00	12/06/2017	6622 Checking
12/05/2017	C-00000123--TLI Revenue	Check		12/05/2017	USD	7.00	7.00	7.00	12/05/2017	6622 Checking
		Total		001			<u>771.00</u>	<u>771.00</u>		

District 3 Bills Register (12/01/2017 - 12/31/2017)

Date	Vendor	Bill#/Adj#	Due date	Descr	Curr	Trans. amount	Base amount(USD)	Amount paid (USD)
12/08/2017	V-00000002--Toast masters International - WHQ		12/08/2017		USD	958.52	958.52	958.52
12/14/2017	V-00000002--Toast masters International - WHQ		12/14/2017		USD	50.16	50.16	50.16
12/19/2017	V-00000002--Toast masters International - WHQ		12/19/2017		USD	2,497.24	2,497.24	2,497.24
12/04/2017	V-00000305--Bank Card Merchant Fees		12/04/2017		USD	78.34	78.34	78.34
12/01/2017	V-00000306--Mailchimp.Com		12/01/2017		USD	170.00	170.00	170.00
12/22/2017	V-00000307--Capital Merchant Gateway Fee		12/22/2017		USD	33.55	33.55	33.55
12/04/2017	V-00000308--Authnet Gateway Fee		12/04/2017		USD	10.00	10.00	10.00
12/28/2017	V-00000334--RC Type, Print & Direct Mail		12/28/2017		USD	257.19	257.19	257.19
12/18/2017	V-00020750--Concur Technologies, Inc.		12/18/2017	ENID MOORE-CRAN-SHAW	USD	87.81	87.81	87.81
12/18/2017	V-00020750--Concur Technologies, Inc.		12/18/2017	MICHAEL HEIER	USD	88.60	88.60	88.60
12/20/2017	V-00020750--Concur Technologies, Inc.		12/20/2017	Michael Holian	USD	33.42	33.42	33.42
12/28/2017	V-00022697--Fountain of Life Lutheran Church		12/28/2017		USD	772.00	772.00	772.00
12/28/2017	V-00024232--Ellen Flanary		12/28/2017		USD	90.00	90.00	90.00
12/07/2017	V-00026236--Sheraton Crescent Hotel		12/07/2017		USD	1,000.00	1,000.00	1,000.00
12/28/2017	V-00030626--Infusion Software		12/28/2017		USD	850.00	850.00	850.00
Grand total						6,976.83	6,976.83	

District 3 Reconciliation Report

As Of 12/31/2017
Account: Cash - Bank of America (6622)

Statement Ending Balance	13,789.14
Deposits in Transit	0.00
Outstanding Checks and Charges	(2,324.20)
Adjusted Bank Balance	11,464.94
Book Balance	11,464.94
Adjustments*	0.00
Adjusted Book Balance	11,464.94

Total Checks and Charges Cleared	24,415.01	Total Deposits Cleared	771.00
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Deposits

Name	Memo	Date	Doc No	Cleared	In Transit
TLI Revenue		12/05/2017		7.00	
TLI Revenue		12/06/2017		14.00	
TLI Revenue		12/07/2017		35.00	
TLI Revenue		12/11/2017		49.00	
TLI Revenue		12/11/2017		14.00	
TLI Revenue		12/12/2017		21.00	
TLI Revenue		12/13/2017		91.00	
TLI Revenue		12/14/2017		7.00	
TLI Revenue		12/15/2017		63.00	
TLI Revenue		12/18/2017		28.00	
TLI Revenue		12/18/2017		14.00	
TLI Revenue		12/18/2017		50.00	
TLI Revenue		12/19/2017		21.00	
TLI Revenue		12/20/2017		7.00	
TLI Revenue		12/21/2017		91.00	
TLI Revenue		12/22/2017		105.00	
TLI Revenue		12/26/2017		7.00	
TLI Revenue		12/26/2017		21.00	
TLI Revenue		12/27/2017		7.00	
TLI Revenue		12/28/2017		70.00	
TLI Revenue		12/29/2017		49.00	
Total Deposits				771.00	0.00

Checks and Charges

Name	Memo	Date	Check No	Cleared	Outstanding
Geoff Mullen		06/25/2016	7291		7.00
SogetiMasters		10/29/2016	7356		14.00
Leading Articulate Anchors		10/29/2016	7359		14.00
Thomas Mundar		03/31/2017	7444		7.00
Catherine Hoffman		05/30/2017	7472		92.01
Luke Honor Guard		05/30/2017	7473		100.00
Liz Foglesong		09/09/2017	7530		7.00
Justin Barclay		09/09/2017	7531		7.00
Bonnie Jones		09/09/2017	7534	7.00	
Brian Lee		09/09/2017	7535		7.00
Luke Honor Guard	7541	10/27/2017			100.00
Emiko Bauer	7567	11/11/2017		70.92	
Little America Hotel	7569	11/21/2017		20,961.10	
Hallie Adams	7570	11/21/2017		65.00	
La Casa de Cristo Lutheran Church	7571	11/21/2017		350.00	
Don Griffith	7572	11/22/2017		12.00	
Jim Key	7576	11/30/2017		119.22	
Jessica Foos	7573	11/30/2017		14.56	
Joy Knudsen	7575	11/30/2017		62.44	
Mailchimp.Com		12/01/2017		170.00	
Bank Card Merchant Fees		12/04/2017		78.34	
Authnet Gateway Fee		12/04/2017		10.00	

District 3 Reconciliation Report

As Of 12/31/2017

Account: Cash - Bank of America (6622)

Sheraton Crescent Hotel	12/07/2017	7577	1,000.00	
Capital Merchant Gate- way Fee	12/22/2017		33.55	
Infusion Software	12/28/2017	7578		850.00
Fountain of Life Lutheran Church	12/28/2017	7579		772.00
RC Type, Print & Direct Mail	12/28/2017	7580		257.19
Ellen Flanary	12/28/2017	7581		90.00
Tri City Storage Solu- tions	12/28/2017		1,460.88	
			24,415.01	2,324.20
Total Checks and Charges				

District 3
Reconciliation Report
 As Of 12/31/2017
 Account: District Reserve Receivable

Statement Ending Balance	103,527.20
Deposits in Transit	0.00
Outstanding Checks and Charges	0.00
Adjusted Bank Balance	103,527.20
Book Balance	103,527.20
Adjustments*	0.00
Adjusted Book Balance	103,527.20

Total Checks and Charges Cleared	3,715.75	Total Deposits Cleared	738.76
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Deposits

Name	Memo	Date	Doc No	Cleared	In Transit
General Ledger Entry	December 2017 Membership Revenue	12/31/2017		738.76	
Total Deposits				738.76	0.00

Checks and Charges

Name	Memo	Date	Check No	Cleared	Outstanding
Toastmasters International - WHQ		12/08/2017		958.52	
Toastmasters International - WHQ		12/14/2017		50.16	
Toastmasters International - WHQ		12/19/2017		2,497.24	
Concur Technologies, Inc.	Dec Concur OOP	12/21/2017		33.42	
Concur Technologies, Inc.		12/28/2017		176.41	
Total Checks and Charges				3,715.75	0.00

District 3
Profit & Loss Statement (Actual vs. Budget GL Detail) (in USD)

Month Ending 12/31/2017			07/01/2017 Through 12/31/2017			
Actual	Budget	Variance		Actual	Budget	Variance
			District Revenue			
			Membership Revenue			
738.76	1,010.00	(271.24)	6005-000000 - Membership Revenue	46,177.86	45,718.00	459.86
738.76	1,010.00	(271.24)	Total Membership Revenue	46,177.86	45,718.00	459.86
			Conference Revenue			
			Registration & Tickets			
			Registration - Member			
0.00	0.00	0.00	6025-000000 - Registration & Ticket Revenue	0.00	28,675.00	(28,675.00)
0.00	0.00	0.00	Total Registration - Member	0.00	28,675.00	(28,675.00)
			Registration - Meal Events			
0.00	0.00	0.00	6025-000000 - Registration & Ticket Revenue	20,875.00	0.00	20,875.00
0.00	0.00	0.00	Total Registration - Meal Events	20,875.00	0.00	20,875.00
0.00	0.00	0.00	Total Registration & Tickets	20,875.00	28,675.00	(7,800.00)
			Non Registration			
			Non Registration			
0.00	0.00	0.00	6010-000000 - Donation Revenue	50.00	0.00	50.00
500.00	0.00	500.00	6020-000000 - Miscellaneous Income	500.00	0.00	500.00
0.00	0.00	0.00	6030-000000 - Sponsorship/Advertising Revenue	960.00	2,412.46	(1,452.46)
0.00	0.00	0.00	6035-000000 - Raffle Revenue	1,822.00	1,050.00	772.00
0.00	0.00	0.00	6040-000000 - Auction Revenue	379.00	0.00	379.00
0.00	0.00	0.00	6050-000000 - Refunds - Registration & Tickets	(185.00)	0.00	(185.00)
500.00	0.00	500.00	Total Non Registration	3,526.00	3,462.46	63.54
500.00	0.00	500.00	Total Non Registration	3,526.00	3,462.46	63.54
500.00	0.00	500.00	Total Conference Revenue	24,401.00	32,137.46	(7,736.46)
			Fundraising Revenue			
			Registration & Tickets			
0.00	0.00	0.00	6025-000000 - Registration & Ticket Revenue	3,774.00	3,774.00	0.00
0.00	0.00	0.00	Total Registration & Tickets	3,774.00	3,774.00	0.00
0.00	0.00	0.00	Total Fundraising Revenue	3,774.00	3,774.00	0.00
			TLI Revenue			
			Registration & Tickets			
			Registration - Member			
0.00	1,200.00	(1,200.00)	6025-000000 - Registration & Ticket Revenue	0.00	7,087.00	(7,087.00)
0.00	1,200.00	(1,200.00)	Total Registration - Member	0.00	7,087.00	(7,087.00)
			Registration - No Item			
721.00	0.00	721.00	6025-000000 - Registration & Ticket Revenue	7,002.00	0.00	7,002.00
721.00	0.00	721.00	Total Registration - No Item	7,002.00	0.00	7,002.00
721.00	1,200.00	(479.00)	Total Registration & Tickets	7,002.00	7,087.00	(85.00)
			Non Registration			
			Non Registration			
50.00	0.00	50.00	6020-000000 - Miscellaneous Income	150.00	100.00	50.00
0.00	0.00	0.00	6050-000000 - Refunds - Registration & Tickets	(49.00)	0.00	(49.00)
0.00	0.00	0.00	6060-000000 - Reimbursements - Registration & Tickets	0.00	(49.00)	49.00
50.00	0.00	50.00	Total Non Registration	101.00	51.00	50.00
50.00	0.00	50.00	Total Non Registration	101.00	51.00	50.00
771.00	1,200.00	(429.00)	Total TLI Revenue	7,103.00	7,138.00	(35.00)
			Speech Contest Revenue			
			6035-000000 - Raffle Revenue	205.33	0.00	205.33
0.00	0.00	0.00	Total Speech Contest Revenue	205.33	0.00	205.33
0.00	0.00	0.00				

District 3
Profit & Loss Statement (Actual vs. Budget GL Detail) (in USD)

Month Ending 12/31/2017			07/01/2017 Through 12/31/2017			
Actual	Budget	Variance		Actual	Budget	Variance
0.00	200.00	(200.00)	7086-000000 - Miscellaneous Ex-	100.00	500.00	(400.00)
			penses			
177.27	4,360.00	(4,182.73)	Total TLI Expenses	7,273.66	16,451.12	(9,177.46)
			Marketing Expense			
			Building New Clubs			
0.00	0.00	0.00	7012-000000 - Supplies & Stationery	1,453.41	870.84	582.57
			Expense			
0.00	100.00	(100.00)	7020-000000 - Printing Expense	0.00	300.00	(300.00)
0.00	225.00	(225.00)	7044-000000 - Postage & Shipping	0.00	275.00	(275.00)
			Expense			
306.21	400.00	(93.79)	7082-000000 - Incentives	306.21	1,000.00	(693.79)
306.21	725.00	(418.79)	Total Building New Clubs	1,759.62	2,445.84	(686.22)
			Membership Growth			
0.00	0.00	0.00	7008-000000 - Promotional Materials	152.04	152.04	0.00
0.00	0.00	0.00	7010-000000 - Awards Expense	0.00	40.00	(40.00)
			(Trophies, Plaques, Ribbons & Cer-			
			tificates)			
0.00	0.00	0.00	7012-000000 - Supplies & Stationery	34.57	0.00	34.57
			Expense			
0.00	0.00	0.00	7020-000000 - Printing Expense	568.65	568.65	0.00
0.00	0.00	0.00	7044-000000 - Postage & Shipping	55.65	30.00	25.65
			Expense			
0.00	0.00	0.00	7082-000000 - Incentives	315.00	1,725.00	(1,410.00)
0.00	0.00	0.00	7086-000000 - Miscellaneous Ex-	0.00	34.57	(34.57)
			penses			
0.00	0.00	0.00	Total Membership Growth	1,125.91	2,550.26	(1,424.35)
			Club Coaches			
0.00	100.00	(100.00)	7014-000000 - Room Rental Event	200.00	300.00	(100.00)
			Expense			
0.00	0.00	0.00	7016-000000 - Meal Event Expense	90.04	0.00	90.04
0.00	0.00	0.00	7020-000000 - Printing Expense	0.00	150.00	(150.00)
0.00	100.00	(100.00)	7078-000000 - Food Expense	28.87	218.91	(190.04)
0.00	200.00	(200.00)	Total Club Coaches	318.91	668.91	(350.00)
			Recognition			
958.52	950.00	8.52	7082-000000 - Incentives	958.52	2,850.00	(1,891.48)
958.52	950.00	8.52	Total Recognition	958.52	2,850.00	(1,891.48)
			Other			
0.00	0.00	0.00	7080-000000 - Gifts & Thank You	0.00	200.00	(200.00)
0.00	0.00	0.00	7086-000000 - Miscellaneous Ex-	0.00	275.00	(275.00)
			penses			
0.00	0.00	0.00	Total Other	0.00	475.00	(475.00)
1,264.73	1,875.00	(610.27)	Total Marketing Expense	4,162.96	8,990.01	(4,827.05)
			Communications & PR Expenses			
257.19	300.00	(42.81)	7008-000000 - Promotional Materials	1,853.76	2,220.53	(366.77)
0.00	0.00	0.00	7012-000000 - Supplies & Stationery	52.58	52.53	0.05
			Expense			
3,849.27	0.00	3,849.27	7020-000000 - Printing Expense	3,849.27	0.00	3,849.27
0.00	0.00	0.00	7024-000000 - Newsletter Expense	0.00	2,350.00	(2,350.00)
504.59	3,050.00	(2,545.41)	7026-000000 - Website Expense	594.53	6,050.00	(5,455.47)
0.00	0.00	0.00	7036-000000 - Advertising Expense	2,100.00	4,600.00	(2,500.00)
600.00	600.00	0.00	7040-000000 - Trade Show Registra-	4,074.00	4,074.00	0.00
			tion Expense			
0.00	0.00	0.00	7044-000000 - Postage & Shipping Ex-	0.00	200.00	(200.00)
			pense			
5,211.05	3,950.00	1,261.05	Total Communications & PR Expenses	12,524.14	19,547.06	(7,022.92)
			Education & Training Expense			
			Distinguished Clubs			
0.00	200.00	(200.00)	7020-000000 - Printing Expense	0.00	600.00	(600.00)

District 3
Profit & Loss Statement (Actual vs. Budget GL Detail) (in USD)

Month Ending 12/31/2017			07/01/2017 Through 12/31/2017			
Actual	Budget	Variance		Actual	Budget	Variance
0.00	20.00	(20.00)	7044-000000 - Postage & Shipping Expense	0.00	60.00	(60.00)
0.00	220.00	(220.00)	Total Distinguished Clubs	0.00	660.00	(660.00)
0.00	40.00	(40.00)	Training Club Officers			
33.42	0.00	33.42	7006-000000 - Educational Materials	0.00	120.00	(120.00)
33.42	40.00	(6.58)	7078-000000 - Food Expense	33.42	0.00	33.42
			Total Training Club Officers	33.42	120.00	(86.58)
0.00	0.00	0.00	Training Division & Area Governors			
0.00	0.00	0.00	7020-000000 - Printing Expense	0.00	100.00	(100.00)
0.00	0.00	0.00	7078-000000 - Food Expense	939.00	1,739.00	(800.00)
0.00	0.00	0.00	Total Training Division & Area Governors	939.00	1,839.00	(900.00)
0.00	0.00	0.00	Training Areas & Divisions			
0.00	20.00	(20.00)	7006-000000 - Educational Materials	0.00	300.00	(300.00)
			7010-000000 - Awards Expense (Trophies, Plaques, Ribbons & Certificates)	0.00	60.00	(60.00)
0.00	0.00	0.00	7016-000000 - Meal Event Expense	72.26	0.00	72.26
0.00	0.00	0.00	7078-000000 - Food Expense	0.00	72.26	(72.26)
0.00	20.00	(20.00)	Total Training Areas & Divisions	72.26	432.26	(360.00)
50.16	0.00	50.16	Other			
0.00	0.00	0.00	7004-000000 - Badges & Pins	50.16	1,000.00	(949.84)
			7010-000000 - Awards Expense (Trophies, Plaques, Ribbons & Certificates)	0.00	200.00	(200.00)
0.00	0.00	0.00	7020-000000 - Printing Expense	54.00	54.00	0.00
0.00	0.00	0.00	7044-000000 - Postage & Shipping Expense	0.00	200.00	(200.00)
393.44	0.00	393.44	7082-000000 - Incentives	393.44	1,000.00	(606.56)
443.60	0.00	443.60	Total Other	497.60	2,454.00	(1,956.40)
477.02	280.00	197.02	Total Education & Training Expense	1,542.28	5,505.26	(3,962.98)
2,830.64	4,200.00	(1,369.36)	Speech Contest Expenses			
			7010-000000 - Awards Expense (Trophies, Plaques, Ribbons & Certificates)	6,576.24	4,902.64	1,673.60
0.00	50.00	(50.00)	7012-000000 - Supplies & Stationery Expense	93.53	198.88	(105.35)
0.00	200.00	(200.00)	7014-000000 - Room Rental Event Expense	0.00	200.00	(200.00)
0.00	200.00	(200.00)	7020-000000 - Printing Expense	103.49	403.49	(300.00)
0.00	300.00	(300.00)	7078-000000 - Food Expense	0.00	300.00	(300.00)
2,830.64	4,950.00	(2,119.36)	Total Speech Contest Expenses	6,773.26	6,005.01	768.25
0.00	0.00	0.00	Administration Expenses			
0.00	0.00	0.00	6020-000000 - Miscellaneous Income	(39.99)	0.00	(39.99)
0.00	0.00	0.00	7004-000000 - Badges & Pins	458.95	758.95	(300.00)
0.00	0.00	0.00	7008-000000 - Promotional Materials	373.37	600.00	(226.63)
(1,104.48)	0.00	(1,104.48)	7010-000000 - Awards Expense (Trophies, Plaques, Ribbons & Certificates)	1,734.55	947.65	786.90
0.00	0.00	0.00	7012-000000 - Supplies & Stationery Expense	937.79	937.79	0.00
0.00	0.00	0.00	7014-000000 - Room Rental Event Expense	250.00	550.00	(300.00)
(3,849.27)	0.00	(3,849.27)	7020-000000 - Printing Expense	714.00	1,295.00	(581.00)
70.57	0.00	70.57	7022-000000 - Audio Visual Expense	70.57	0.00	70.57
(334.59)	270.00	(604.59)	7026-000000 - Website Expense	2,265.89	2,453.40	(187.51)
0.00	200.00	(200.00)	7034-000000 - Conference Calls & Webinars Expense	0.00	600.00	(600.00)

District 3
Profit & Loss Statement (Actual vs. Budget GL Detail) (in USD)

Month Ending 12/31/2017			07/01/2017 Through 12/31/2017			
Actual	Budget	Variance		Actual	Budget	Variance
0.00	0.00	0.00	7044-000000 - Postage & Shipping Expense	53.75	76.75	(23.00)
0.00	50.00	(50.00)	7046-000000 - Express Mail/Courier Expense	0.00	100.00	(100.00)
0.00	475.00	(475.00)	7048-000000 - Equipment Purchase Expense (Less than \$500)	0.00	1,425.00	(1,425.00)
121.89	400.00	(278.11)	7070-000000 - Bank Charges & Credit Card Fee Expense	2,281.95	2,281.40	0.55
0.00	200.00	(200.00)	7078-000000 - Food Expense	0.00	995.00	(995.00)
0.00	50.00	(50.00)	7084-000000 - Sympathy Expense	0.00	200.00	(200.00)
90.00	100.00	(10.00)	7086-000000 - Miscellaneous Expenses	90.00	400.00	(310.00)
0.00	135.00	(135.00)	7088-000000 - Storage Expenses	1,481.71	560.83	920.88
(5,005.88)	1,880.00	(6,885.88)	Total Administration Expenses	10,672.54	14,181.77	(3,509.23)
			Travel Expense			
			District Director			
0.00	0.00	0.00	7056-000000 - Convention Registration Fees Expense	0.00	200.00	(200.00)
0.00	0.00	0.00	7058-000000 - Lodging Expense	19.88	2,000.00	(1,980.12)
0.00	0.00	0.00	7060-000000 - Transportation - Airfare Expense	0.00	70.00	(70.00)
0.00	80.00	(80.00)	7062-000000 - Transportation - Mileage Expense	0.00	440.00	(440.00)
0.00	0.00	0.00	7064-000000 - Transportation - Taxis/Shuttle Expense	0.00	20.00	(20.00)
0.00	0.00	0.00	7068-000000 - Transportation - Other Expense	1,342.11	0.00	1,342.11
0.00	0.00	0.00	7078-000000 - Food Expense	0.00	270.00	(270.00)
0.00	80.00	(80.00)	Total District Director	1,361.99	3,000.00	(1,638.01)
			Program Quality Director			
0.00	0.00	0.00	7056-000000 - Convention Registration Fees Expense	635.00	635.00	0.00
0.00	0.00	0.00	7058-000000 - Lodging Expense	1,966.60	1,957.80	8.80
0.00	0.00	0.00	7060-000000 - Transportation - Airfare Expense	51.09	51.09	0.00
0.00	40.00	(40.00)	7062-000000 - Transportation - Mileage Expense	148.12	194.20	(46.08)
0.00	0.00	0.00	7064-000000 - Transportation - Taxis/Shuttle Expense	0.00	6.22	(6.22)
0.00	0.00	0.00	7066-000000 - Transportation - Rail Expense	6.22	0.00	6.22
0.00	0.00	0.00	7078-000000 - Food Expense	98.37	98.37	0.00
0.00	40.00	(40.00)	Total PQD	2,905.40	2,942.68	(37.28)
			Club Growth Director			
0.00	0.00	0.00	7016-000000 - Meal Event Expense	17.58	0.00	17.58
0.00	0.00	0.00	7056-000000 - Convention Registration Fees Expense	525.00	525.00	0.00
0.00	0.00	0.00	7058-000000 - Lodging Expense	1,913.53	1,913.53	0.00
0.00	40.00	(40.00)	7062-000000 - Transportation - Mileage Expense	0.00	120.00	(120.00)
0.00	0.00	0.00	7064-000000 - Transportation - Taxis/Shuttle Expense	12.51	12.51	0.00
0.00	0.00	0.00	7078-000000 - Food Expense	220.20	237.78	(17.58)
0.00	40.00	(40.00)	Total CGD	2,688.82	2,808.82	(120.00)
			Public Relations Manager			
0.00	0.00	0.00	7062-000000 - Transportation - Mileage Expense	0.00	40.00	(40.00)

District 3
Profit & Loss Statement (Actual vs. Budget GL Detail) (in USD)

Month Ending 12/31/2017			07/01/2017 Through 12/31/2017			
Actual	Budget	Variance		Actual	Budget	Variance
0.00	0.00	0.00	Total PR Manager	0.00	40.00	(40.00)
0.00	40.00	(40.00)	Administration Manager			
			7062-000000 - Transportation -	0.00	160.00	(160.00)
			Mileage Expense			
0.00	40.00	(40.00)	Total Admin Manager	0.00	160.00	(160.00)
0.00	0.00	0.00	Division Director			
			7062-000000 - Transportation -	0.00	120.00	(120.00)
			Mileage Expense			
0.00	0.00	0.00	Total Division Director	0.00	120.00	(120.00)
0.00	0.00	0.00	Area Director			
			7062-000000 - Transportation -	0.00	480.00	(480.00)
			Mileage Expense			
0.00	0.00	0.00	Total Area Director	0.00	480.00	(480.00)
0.00	760.00	(760.00)	Other Member			
			7062-000000 - Transportation -	304.92	2,354.48	(2,049.56)
			Mileage Expense			
0.00	0.00	0.00	7068-000000 - Transportation - Other	12.00	0.00	12.00
			Expense			
0.00	760.00	(760.00)	Total Other Member	316.92	2,354.48	(2,037.56)
0.00	960.00	(960.00)	Total Travel Expense	7,273.13	11,905.98	(4,632.85)
4,954.83	18,255.00	(13,300.17)	Total District Expenses	87,127.42	124,370.43	(37,243.01)
(3,445.07)	(16,045.00)	12,599.93	Total Net Income	(5,466.23)	(35,602.97)	30,136.74