

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)	<u>(3,320.77)</u>
Year to Date Net Income/(Loss)	<u>(8,293.09)</u>
Total Available Funds	<u>94,615.49</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 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 17th day of January


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 _____ day of _____

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 missed goals for December, with the loss of clubs having an impact combined with holiday slow downs in new member growth.

Conference Net Income/(Loss)

There are no conference revenues or expenses to report.

Fundraising Net Income/(Loss)

There were no fundraising activities this month in District 3.

TLI Net Income/(Loss)

Expenses are associated with printing for TLI Tucson, TLI curriculum meetings and Train the Trainer Tucson.

District Store Net Income/(Loss)

District 3 does not have a store so there is no District Store activities to report.

Other Revenue

There was no other revenue to report.

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 are under budget because we pushed one of our membership campaigns back to February.

Communications and Public Relations

PR is continuing training with Club VPPRs via ZOOM in areas of marketing, social media, and tools that may be helpful and easy to use. PR evaluating advertising in Facebook, Twitter and YouTube to gain more local exposure. PR is evaluating Canva.com for our clubs' use, and a paid Hootsuite account to schedule social media posts with a team. Attended the AZ Summit on Volunteerism and Civic Engagement at ASU-West to gather possible speaking engagement, member or club leads. Attended the Phoenix Business Journal's Best Places To Work event to gather new member or new club leads from the business community. No unexpected expenses were reported. PR is currently under budget by limiting printing and mailing expenses.

Education and Training

Expenses related to pathways training in Tempe and other education and training committee meetings.

Speech contests

There were no speech contest expenses to report.

Administration

Administration expenses were below budget, planned expenses we contained and below estimate.

Travel

This was allocated to admin expense, it is the airfare for the conference speaker. TI has been contacted to review and correct this.

Other Expenses

Other expenses for this month reflect the monthly TI Allocation.

District 3
Balance Sheet (in USD)

07/01/2018 Through 12/31/2018

	Actual
Assets	
Current Assets	
Cash and Cash Equivalents	118,097.68
Prepaid Expenses	1,813.46
Total Current Assets	119,911.14
Total Assets	\$ 119,911.14
 Liabilities and Equity	
Liabilities	
Current Liabilities	
Accrued Liabilities	59.62
Total Current Liabilities	59.62
Total Liabilities	59.62
Stockholders Equity	
Net Assets	128,144.61
Net Income (Loss)	(8,293.09)
Total Stockholders Equity	119,851.52
Total Liabilities and Equity	\$ 119,911.14

District 3
Available Funds (in USD)

Month Ending 12/31/2018

Available Funds

Cash & District Reserve	
Cash	
Cash - Bank of America (6622)	9,783.10
Total Cash	<u>9,783.10</u>
District Reserve	108,314.58
Total Cash & District Reserve	<u>118,097.68</u>
Minimum District Reserve Required at Year End	<u>(23,482.19)</u>
Total Available Funds	<u><u>94,615.49</u></u>

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

Month Ending 12/31/2018			07/01/2018 Through 12/31/2018			
Actual	Budget	Variance		Actual	Budget	Variance
			District Revenue			
804.39	872.00	(67.61)	Membership Revenue	44,147.84	45,553.00	(1,405.16)
0.00	0.00	0.00	TLI Revenue	3,864.00	4,250.00	(386.00)
0.00	0.00	0.00	Other Revenue	7,882.84	7,750.00	132.84
<u>804.39</u>	<u>872.00</u>	<u>(67.61)</u>	Total District Revenue	<u>55,894.68</u>	<u>57,553.00</u>	<u>(1,658.32)</u>
			District Expenses			
0.00	0.00	0.00	Conference Expenses	(292.01)	0.00	(292.01)
0.00	5,900.00	(5,900.00)	TLI Expenses	7,269.78	10,264.10	(2,994.32)
285.41	1,600.00	(1,314.59)	Marketing Expense	8,319.80	14,575.00	(6,255.20)
605.42	3,800.00	(3,194.58)	Communications & PR Expenses	4,127.47	11,450.00	(7,322.53)
528.98	1,450.00	(921.02)	Education & Training Expense	3,719.39	11,771.84	(8,052.45)
1,927.92	0.00	1,927.92	Speech Contest Expenses	1,927.92	0.00	1,927.92
453.03	975.00	(521.97)	Administration Expenses	11,379.47	13,850.00	(2,470.53)
324.40	0.00	324.40	Travel Expense	6,980.69	8,375.00	(1,394.31)
0.00	391.37	(391.37)	Other Expenses	20,755.26	14,844.22	5,911.04
<u>4,125.16</u>	<u>14,116.37</u>	<u>(9,991.21)</u>	Total District Expenses	<u>64,187.77</u>	<u>85,130.16</u>	<u>(20,942.39)</u>
<u>(3,320.77)</u>	<u>(13,244.37)</u>	<u>9,923.60</u>	Total Net Income	<u>(8,293.09)</u>	<u>(27,577.16)</u>	<u>19,284.07</u>

District 3
Receipts Register (12/01/2018 - 12/31/2018)

Receipt date	Customer	Payment method	Transaction number	Trans- action date	Txn cur- rency	Txn amount	Amount (USD)	Amou- nt ap- plied (USD)	De- posited on	Bank ac- count
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No data found for selected filters

District 3 Bills Register (12/01/2018 - 12/31/2018)

Date	Vendor	Bill#/Adj#	Due date	Descr	Curr	Trans. amount	Base amount(USD)	Amount paid (USD)
12/01/2018	V- 00020750--Conc ur Technologies, Inc.		12/01/2018	Karl Rus- nock	USD	12.00	12.00	12.00
12/03/2018	V- 00000306--Mailc himp.Com		12/03/2018		USD	127.50	127.50	127.50
12/03/2018	V- 00000305--Bank Card Merchant Fees		12/03/2018		USD	57.40	57.40	57.40
12/03/2018	V- 00000307--Capit al Merchant Gateway Fee		12/03/2018		USD	15.95	15.95	15.95
12/03/2018	V- 00033369--Bank of America Busi- ness Advantage Fee		12/03/2018		USD	29.95	29.95	29.95
12/04/2018	V- 00000308--Authn et Gateway Fee		12/04/2018		USD	10.00	10.00	10.00
12/05/2018	V- 00020750--Conc ur Technologies, Inc.		12/05/2018	Michael Holian	USD	220.38	220.38	220.38
12/12/2018	V- 00020750--Conc ur Technologies, Inc.		12/12/2018	Venkesh Ethiraj	USD	120.58	120.58	120.58
12/12/2018	V- 00033373--Temp e Mission Palms		12/12/2018		USD	350.00	350.00	350.00
12/18/2018	V- 00020750--Conc ur Technologies, Inc.		12/18/2018	DYLAN DOWN- HILL	USD	556.88	556.88	556.88
12/18/2018	V- 00020750--Conc ur Technologies, Inc.		12/18/2018	MICHAE L HO- LIAN	USD	612.00	612.00	612.00
12/18/2018	V- 00000002--Toast masters Interna- tional - WHQ		12/18/2018		USD	65.71	65.71	65.71
12/28/2018	V- 00000002--Toast masters Interna- tional - WHQ		12/28/2018		USD	2,237.77	2,237.77	2,237.77
12/31/2018	V- 00000306--Mailc himp.Com		12/31/2018		USD	127.50	127.50	127.50
12/31/2018	V- 00000002--Toast masters Interna- tional - WHQ		12/31/2018		USD	(391.37)	(391.37)	(391.37)
Grand total						4,152.25	4,152.25	

District 3 Reconciliation Report

As Of 12/31/2018
Account: Cash - Bank of America (6622)

Statement Ending Balance	9,821.46
Deposits in Transit	0.00
Outstanding Checks and Charges	(38.36)
Adjusted Bank Balance	9,783.10
Book Balance	9,783.10
Adjustments*	0.00
Adjusted Book Balance	9,783.10

Total Checks and Charges Cleared	718.30	Total Deposits Cleared	0.00
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Deposits

Name	Memo	Date	Doc No	Cleared	In Transit
Total Deposits				0.00	0.00

Checks and Charges

Name	Memo	Date	Check No	Cleared	Outstanding
Connie Weiss		05/30/2018	7625		38.36
Toastmasters International - WHQ		07/31/2018		391.37	
Capital Merchant Gateway Fee		12/03/2018		15.95	
Bank of America Business Advantage Fee		12/03/2018		29.95	
Bank Card Merchant Fees		12/03/2018		57.40	
Mailchimp.Com		12/03/2018		127.50	
Authnet Gateway Fee		12/04/2018		10.00	
Tempe Mission Palms		12/12/2018	7672	350.00	
Toastmasters International - WHQ		12/28/2018		2,237.77	
Toastmasters International - WHQ		12/28/2018		(2,237.77)	
Toastmasters International - WHQ		12/31/2018		(391.37)	
Mailchimp.Com		12/31/2018		127.50	
Total Checks and Charges				718.30	38.36

District 3
Reconciliation Report
 As Of 12/31/2018
 Account: District Reserve Receivable

Statement Ending Balance	108,314.58
Deposits in Transit	0.00
Outstanding Checks and Charges	0.00
Adjusted Bank Balance	108,314.58
Book Balance	108,314.58
Adjustments*	0.00
Adjusted Book Balance	108,314.58

Total Checks and Charges Cleared	4,216.69	Total Deposits Cleared	804.39
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Deposits

Name	Memo	Date	Doc No	Cleared	In Transit
General Ledger Entry		12/31/2018		804.39	
Total Deposits				804.39	0.00

Checks and Charges

Name	Memo	Date	Check No	Cleared	Outstanding
Concur Technologies, Inc.	Dec Concur OOP	12/03/2018		12.00	
Concur Technologies, Inc.	Dec Concur OOP	12/06/2018		220.38	
Concur Technologies, Inc.	Dec Concur OOP	12/13/2018		120.58	
Toastmasters International - WHQ		12/18/2018		65.71	
Concur Technologies, Inc.		12/18/2018		612.00	
Concur Technologies, Inc.		12/18/2018		556.88	
Toastmasters International - WHQ		12/28/2018		2,237.77	
General Ledger Entry	December 2018 Allocation for District Activities to TI	12/31/2018		391.37	
Total Checks and Charges				4,216.69	0.00

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

Month Ending 12/31/2018			07/01/2018 Through 12/31/2018			
Actual	Budget	Variance		Actual	Budget	Variance
			District Revenue			
			Membership Revenue			
804.39	872.00	(67.61)	6005-000000 - Membership Revenue	44,147.84	45,553.00	(1,405.16)
804.39	872.00	(67.61)	Total Membership Revenue	44,147.84	45,553.00	(1,405.16)
			TLI Revenue			
			Registration & Tickets			
			Registration - Member			
0.00	0.00	0.00	6025-000000 - Registration & Ticket Revenue	0.00	4,250.00	(4,250.00)
0.00	0.00	0.00	Total Registration - Member	0.00	4,250.00	(4,250.00)
			Registration - No Item			
0.00	0.00	0.00	6025-000000 - Registration & Ticket Revenue	3,722.00	0.00	3,722.00
0.00	0.00	0.00	Total Registration - No Item	3,722.00	0.00	3,722.00
0.00	0.00	0.00	Total Registration & Tickets	3,722.00	4,250.00	(528.00)
			Non Registration			
			Non Registration			
0.00	0.00	0.00	6020-000000 - Miscellaneous Income	100.00	0.00	100.00
0.00	0.00	0.00	6050-000000 - Refunds - Registration & Tickets	42.00	0.00	42.00
0.00	0.00	0.00	Total Non Registration	142.00	0.00	142.00
0.00	0.00	0.00	Total Non Registration	142.00	0.00	142.00
0.00	0.00	0.00	Total TLI Revenue	3,864.00	4,250.00	(386.00)
			Other Revenue			
0.00	0.00	0.00	6020-000000 - Miscellaneous Income	67.84	0.00	67.84
0.00	0.00	0.00	6025-000000 - Registration & Ticket Revenue	7,525.00	7,500.00	25.00
0.00	0.00	0.00	6030-000000 - Sponsorship/Advertising Revenue	110.00	110.00	0.00
0.00	0.00	0.00	6035-000000 - Raffle Revenue	180.00	140.00	40.00
0.00	0.00	0.00	Total Other Revenue	7,882.84	7,750.00	132.84
804.39	872.00	(67.61)	Total District Revenue	55,894.68	57,553.00	(1,658.32)
			District Expenses			
			Conference Expenses			
0.00	0.00	0.00	7018-000000 - Decorations Expense	(92.01)	0.00	(92.01)
0.00	0.00	0.00	7086-000000 - Miscellaneous Expenses	(200.00)	0.00	(200.00)
0.00	0.00	0.00	Total Conference Expenses	(292.01)	0.00	(292.01)
			TLI Expenses			
0.00	200.00	(200.00)	7006-000000 - Educational Materials	0.00	200.00	(200.00)
0.00	0.00	0.00	7008-000000 - Promotional Materials	104.28	104.28	0.00
0.00	1,000.00	(1,000.00)	7010-000000 - Awards Expense (Trophies, Plaques, Ribbons & Certificates)	386.54	1,217.13	(830.59)
0.00	500.00	(500.00)	7012-000000 - Supplies & Stationery Expense	0.00	500.00	(500.00)
0.00	3,000.00	(3,000.00)	7014-000000 - Room Rental Event Expense	4,945.00	4,450.00	495.00
0.00	0.00	0.00	7016-000000 - Meal Event Expense	530.84	1,829.24	(1,298.40)
0.00	0.00	0.00	7018-000000 - Decorations Expense	(840.04)	0.00	(840.04)
0.00	500.00	(500.00)	7020-000000 - Printing Expense	935.61	500.00	435.61
0.00	200.00	(200.00)	7022-000000 - Audio Visual Expense	0.00	400.00	(400.00)
0.00	500.00	(500.00)	7078-000000 - Food Expense	1,207.55	1,063.45	144.10
0.00	5,900.00	(5,900.00)	Total TLI Expenses	7,269.78	10,264.10	(2,994.32)
			Marketing Expense			
			Building New Clubs			
0.00	50.00	(50.00)	7006-000000 - Educational Materials	0.00	100.00	(100.00)
0.00	0.00	0.00	7010-000000 - Awards Expense	17.10	0.00	17.10

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

Month Ending 12/31/2018			07/01/2018 Through 12/31/2018			
Actual	Budget	Variance		Actual	Budget	Variance
			(Trophies, Plaques, Ribbons & Certificates)			
0.00	500.00	(500.00)	7012-000000 - Supplies & Stationery Expense	0.00	1,000.00	(1,000.00)
0.00	50.00	(50.00)	7020-000000 - Printing Expense	0.00	300.00	(300.00)
285.41	400.00	(114.59)	7082-000000 - Incentives	782.49	2,400.00	(1,617.51)
285.41	1,000.00	(714.59)	Total Building New Clubs Membership Growth	799.59	3,800.00	(3,000.41)
0.00	0.00	0.00	7020-000000 - Printing Expense	0.00	200.00	(200.00)
0.00	0.00	0.00	7044-000000 - Postage & Shipping Expense	39.00	200.00	(161.00)
0.00	300.00	(300.00)	7082-000000 - Incentives	7,481.21	4,550.00	2,931.21
0.00	300.00	(300.00)	Total Membership Growth	7,520.21	4,950.00	2,570.21
			Club Coaches			
0.00	200.00	(200.00)	7014-000000 - Room Rental Event Expense	0.00	200.00	(200.00)
0.00	100.00	(100.00)	7016-000000 - Meal Event Expense	0.00	100.00	(100.00)
0.00	0.00	0.00	7020-000000 - Printing Expense	0.00	200.00	(200.00)
0.00	300.00	(300.00)	Total Club Coaches	0.00	500.00	(500.00)
			Recognition			
0.00	0.00	0.00	7020-000000 - Printing Expense	0.00	125.00	(125.00)
0.00	0.00	0.00	7044-000000 - Postage & Shipping Expense	0.00	200.00	(200.00)
0.00	0.00	0.00	7082-000000 - Incentives	0.00	5,000.00	(5,000.00)
0.00	0.00	0.00	Total Recognition	0.00	5,325.00	(5,325.00)
285.41	1,600.00	(1,314.59)	Total Marketing Expense	8,319.80	14,575.00	(6,255.20)
			Communications & PR Expenses			
5.42	300.00	(294.58)	7008-000000 - Promotional Materials	(503.47)	1,800.00	(2,303.47)
0.00	0.00	0.00	7020-000000 - Printing Expense	0.00	250.00	(250.00)
0.00	2,500.00	(2,500.00)	7026-000000 - Website Expense	89.94	2,500.00	(2,410.06)
0.00	0.00	0.00	7030-000000 - Photocopying Expense	516.00	0.00	516.00
0.00	500.00	(500.00)	7036-000000 - Advertising Expense	0.00	2,000.00	(2,000.00)
0.00	0.00	0.00	7038-000000 - Dues & Association Fee Expense	250.00	0.00	250.00
600.00	500.00	100.00	7040-000000 - Trade Show Registration Expense	3,759.00	4,650.00	(891.00)
0.00	0.00	0.00	7044-000000 - Postage & Shipping Expense	0.00	250.00	(250.00)
0.00	0.00	0.00	7078-000000 - Food Expense	16.00	0.00	16.00
605.42	3,800.00	(3,194.58)	Total Communications & PR Expenses	4,127.47	11,450.00	(7,322.53)
			Education & Training Expense			
			Distinguished Clubs			
0.00	500.00	(500.00)	7020-000000 - Printing Expense	0.00	700.00	(700.00)
22.00	250.00	(228.00)	7044-000000 - Postage & Shipping Expense	22.00	250.00	(228.00)
0.00	0.00	0.00	7082-000000 - Incentives	532.59	4,000.00	(3,467.41)
22.00	750.00	(728.00)	Total Distinguished Clubs	554.59	4,950.00	(4,395.41)
			Training Club Officers			
0.00	200.00	(200.00)	7006-000000 - Educational Materials	593.46	600.00	(6.54)
0.00	0.00	0.00	7008-000000 - Promotional Materials	81.42	0.00	81.42
0.00	300.00	(300.00)	7014-000000 - Room Rental Event Expense	80.00	900.00	(820.00)
120.58	0.00	120.58	7016-000000 - Meal Event Expense	120.58	0.00	120.58
0.00	100.00	(100.00)	7020-000000 - Printing Expense	1,252.03	300.00	952.03
166.02	100.00	66.02	7078-000000 - Food Expense	268.39	300.00	(31.61)
286.60	700.00	(413.40)	Total Training Club Officers	2,395.88	2,100.00	295.88
			Training Division & Area Governors			
0.00	0.00	0.00	7014-000000 - Room Rental Event	0.00	390.00	(390.00)

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

Month Ending 12/31/2018			07/01/2018 Through 12/31/2018			
Actual	Budget	Variance		Actual	Budget	Variance
			Expense			
0.00	0.00	0.00	7016-000000 - Meal Event Expense	0.00	2,657.55	(2,657.55)
0.00	0.00	0.00	7020-000000 - Printing Expense	0.00	400.00	(400.00)
0.00	0.00	0.00	7022-000000 - Audio Visual Expense	0.00	274.29	(274.29)
220.38	0.00	220.38	7078-000000 - Food Expense	683.19	1,000.00	(316.81)
220.38	0.00	220.38	Total Training Division & Area Governors	683.19	4,721.84	(4,038.65)
			Training Areas & Divisions			
0.00	0.00	0.00	7078-000000 - Food Expense	85.73	0.00	85.73
0.00	0.00	0.00	Total Training Areas & Divisions	85.73	0.00	85.73
528.98	1,450.00	(921.02)	Total Education & Training Expense	3,719.39	11,771.84	(8,052.45)
			Speech Contest Expenses			
1,927.92	0.00	1,927.92	7010-000000 - Awards Expense	1,927.92	0.00	1,927.92
			(Trophies, Plaques, Ribbons & Certificates)			
1,927.92	0.00	1,927.92	Total Speech Contest Expenses	1,927.92	0.00	1,927.92
			Administration Expenses			
21.69	0.00	21.69	7004-000000 - Badges & Pins	761.83	500.00	261.83
0.00	0.00	0.00	7008-000000 - Promotional Materials	624.25	0.00	624.25
63.04	0.00	63.04	7010-000000 - Awards Expense	4,979.06	3,500.00	1,479.06
			(Trophies, Plaques, Ribbons & Certificates)			
0.00	100.00	(100.00)	7012-000000 - Supplies & Stationery Expense	146.76	600.00	(453.24)
0.00	0.00	0.00	7014-000000 - Room Rental Event Expense	740.00	1,100.00	(360.00)
0.00	0.00	0.00	7020-000000 - Printing Expense	780.90	1,000.00	(219.10)
0.00	0.00	0.00	7022-000000 - Audio Visual Expense	0.00	400.00	(400.00)
255.00	400.00	(145.00)	7026-000000 - Website Expense	1,142.65	2,400.00	(1,257.35)
0.00	0.00	0.00	7030-000000 - Photocopying Expense	78.95	0.00	78.95
0.00	0.00	0.00	7034-000000 - Conference Calls & Webinars Expense	284.98	0.00	284.98
0.00	50.00	(50.00)	7044-000000 - Postage & Shipping Expense	45.65	300.00	(254.35)
0.00	0.00	0.00	7060-000000 - Transportation - Airfare Expense	371.96	0.00	371.96
113.30	400.00	(286.70)	7070-000000 - Bank Charges & Credit Card Fee Expense	1,361.61	2,400.00	(1,038.39)
0.00	0.00	0.00	7078-000000 - Food Expense	17.89	0.00	17.89
0.00	25.00	(25.00)	7084-000000 - Sympathy Expense	42.98	150.00	(107.02)
0.00	0.00	0.00	7088-000000 - Storage Expenses	0.00	1,500.00	(1,500.00)
453.03	975.00	(521.97)	Total Administration Expenses	11,379.47	13,850.00	(2,470.53)
			Travel Expense			
			District Director			
0.00	0.00	0.00	7056-000000 - Convention Registration Fees Expense	125.00	125.00	0.00
0.00	0.00	0.00	7058-000000 - Lodging Expense	1,635.41	2,000.00	(364.59)
0.00	0.00	0.00	7060-000000 - Transportation - Airfare Expense	0.00	250.00	(250.00)
0.00	0.00	0.00	7062-000000 - Transportation - Mileage Expense	23.24	20.00	3.24
0.00	0.00	0.00	7064-000000 - Transportation - Taxis/Shuttle Expense	72.76	50.00	22.76
12.00	0.00	12.00	7068-000000 - Transportation - Other Expense	109.00	0.00	109.00
0.00	0.00	0.00	7078-000000 - Food Expense	133.03	240.00	(106.97)
12.00	0.00	12.00	Total District Director	2,098.44	2,685.00	(586.56)
			Program Quality Director			

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

Month Ending 12/31/2018			07/01/2018 Through 12/31/2018			
Actual	Budget	Variance		Actual	Budget	Variance
0.00	0.00	0.00	7062-000000 - Transportation - Mileage Expense	0.00	20.00	(20.00)
0.00	0.00	0.00	Total PQD	0.00	20.00	(20.00)
0.00	0.00	0.00	Club Growth Director			
0.00	0.00	0.00	7056-000000 - Convention Registration Fees Expense	600.00	650.00	(50.00)
0.00	0.00	0.00	7058-000000 - Lodging Expense	2,234.15	2,000.00	234.15
0.00	0.00	0.00	7062-000000 - Transportation - Mileage Expense	0.00	20.00	(20.00)
0.00	0.00	0.00	7064-000000 - Transportation - Taxis/Shuttle Expense	0.00	50.00	(50.00)
0.00	0.00	0.00	7078-000000 - Food Expense	0.00	240.00	(240.00)
0.00	0.00	0.00	Total CGD	2,834.15	2,960.00	(125.85)
0.00	0.00	0.00	Public Relations Manager			
0.00	0.00	0.00	7062-000000 - Transportation - Mileage Expense	0.00	20.00	(20.00)
0.00	0.00	0.00	Total PR Manager	0.00	20.00	(20.00)
0.00	0.00	0.00	Administration Manager			
0.00	0.00	0.00	7062-000000 - Transportation - Mileage Expense	0.00	20.00	(20.00)
0.00	0.00	0.00	Total Admin Manager	0.00	20.00	(20.00)
0.00	0.00	0.00	Division Director			
0.00	0.00	0.00	7062-000000 - Transportation - Mileage Expense	0.00	260.00	(260.00)
0.00	0.00	0.00	Total Division Director	0.00	260.00	(260.00)
0.00	0.00	0.00	Area Director			
0.00	0.00	0.00	7062-000000 - Transportation - Mileage Expense	86.52	520.00	(433.48)
0.00	0.00	0.00	Total Area Director	86.52	520.00	(433.48)
0.00	0.00	0.00	IPDD			
0.00	0.00	0.00	7056-000000 - Convention Registration Fees Expense	670.00	0.00	670.00
0.00	0.00	0.00	7058-000000 - Lodging Expense	934.52	800.00	134.52
0.00	0.00	0.00	7060-000000 - Transportation - Airfare Expense	0.00	400.00	(400.00)
0.00	0.00	0.00	7062-000000 - Transportation - Mileage Expense	44.66	40.00	4.66
0.00	0.00	0.00	7068-000000 - Transportation - Other Expense	0.00	650.00	(650.00)
0.00	0.00	0.00	Total IPDD	1,649.18	1,890.00	(240.82)
300.40	0.00	300.40	Other Member			
12.00	0.00	12.00	7060-000000 - Transportation - Airfare Expense	300.40	0.00	300.40
			7068-000000 - Transportation - Other Expense	12.00	0.00	12.00
312.40	0.00	312.40	Total Other Member	312.40	0.00	312.40
324.40	0.00	324.40	Total Travel Expense	6,980.69	8,375.00	(1,394.31)
0.00	0.00	0.00	Other Expenses			
0.00	0.00	0.00	7008-000000 - Promotional Materials	299.74	0.00	299.74
0.00	0.00	0.00	7012-000000 - Supplies & Stationery Expense	234.89	235.00	(0.11)
0.00	0.00	0.00	7016-000000 - Meal Event Expense	13,901.69	9,174.00	4,727.69
0.00	0.00	0.00	7018-000000 - Decorations Expense	271.61	272.00	(0.39)
0.00	0.00	0.00	7020-000000 - Printing Expense	1,170.95	0.00	1,170.95
0.00	0.00	0.00	7022-000000 - Audio Visual Expense	0.00	674.00	(674.00)
0.00	0.00	0.00	7042-000000 - Outside Contractor Expense	1,375.00	1,875.00	(500.00)
0.00	0.00	0.00	7044-000000 - Postage & Shipping Expense	653.16	266.00	387.16

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

Month Ending 12/31/2018			07/01/2018 Through 12/31/2018			
Actual	Budget	Variance		Actual	Budget	Variance
(391.37)	0.00	(391.37)	pense	500.00	0.00	500.00
			7086-000000 - Miscellaneous Ex-			
			penses			
391.37	391.37	0.00	7092-000000 - TI Allocation	2,348.22	2,348.22	0.00
0.00	391.37	(391.37)	Total Other Expenses	20,755.26	14,844.22	5,911.04
4,125.16	14,116.37	(9,991.21)	Total District Expenses	64,187.77	85,130.16	(20,942.39)
(3,320.77)	(13,244.37)	9,923.60	Total Net Income	(8,293.09)	(27,577.16)	19,284.07