



**TOASTMASTERS INTERNATIONAL**  
**Certification for**  
**February**  
**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
Monthly Net Income/(Loss)	(8,125.99)
Year to Date Net Income/(Loss)	(16,579.17)
Total Available Funds	84,121.64

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 the 2017-2018 term.

Dated this 12th day of April

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 District Director

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 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 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 \_\_\_\_\_

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 Chairman

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 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).



**TOASTMASTERS INTERNATIONAL**  
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**February**  
**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 is scheduled for May18th-20th at the Sheraton Crescent, Phoenix, AZ.  
We anticipate 150 full conference attendees and additional participants for various components of the weekend.  
The venue is budgeted at \$29,600 (before revenue)

**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 the summer to train incoming officers. 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



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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.

**Marketing**

Primary marketing costs this month were for printing of membership program 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

**Communications and Public Relations**

The focus for PRM and Communications team is to support efforts in increasing awareness of Toastmasters through local news media and social media in District 3. The PRM and Communications Team continues to communicate Toastmasters’ key messages when writing news releases and speaking to members, potential members and journalists. Corporate Appreciation Day was hosted for the first time by Brian Mosley, Hannellie M. Mendoza, Yvonne Campanella, and Catherine Norman on Saturday, February 24, 2018. The PRM is training the club VPPRs using the Achieving Success as Vice President Public Relations. Arizona Media list has been distributed to club officers to assist in contacting the local media for their upcoming event.

**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.

**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 in May, along with the International contest.

**Administration**

The main focus is to meet membership and club growth goals while retaining existing clubs. Corporate Day was held in the month of February. This event was to show appreciation to corporate clubs and celebrate the goals met to date.

**Travel**

The main focus is to ensure clubs officers are trained and Pathways is deployed to all clubs.

**Other Expenses**

D3 had no unexpected expenses

**District 3**  
**Balance Sheet (in USD)**

07/01/2017 Through 02/28/2018

	Actual
<b>Assets</b>	
Current Assets	
Cash and Cash Equivalents	107,988.01
Prepaid Expenses	2,452.88
Total Current Assets	110,440.89
<b>Total Assets</b>	<b>\$ 110,440.89</b>
<b>Liabilities and Equity</b>	
Liabilities	
Current Liabilities	
Accrued Liabilities	59.62
Deferred Revenue	2,325.00
Total Current Liabilities	2,384.62
Total Liabilities	2,384.62
Stockholders Equity	
Net Assets	124,635.44
Net Income (Loss)	(16,579.17)
Total Stockholders Equity	108,056.27
<b>Total Liabilities and Equity</b>	<b>\$ 110,440.89</b>

**District 3**  
**Available Funds (in USD)**

Month Ending 02/28/2018

**Available Funds**

Cash & District Reserve	
Cash	
Cash - Bank of America (6622)	4,410.58
Total Cash	<u>4,410.58</u>
District Reserve	103,577.43
Total Cash & District Reserve	<u>107,988.01</u>
Minimum District Reserve Required at Year End	<u>(23,866.37)</u>
<b>Total Available Funds</b>	<b><u><u>84,121.64</u></u></b>

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

Month Ending 02/28/2018			07/01/2017 Through 02/28/2018		
Actual	Budget	Variance	Actual	Budget	Variance
			<b>District Revenue</b>		
4,400.58	4,120.00	280.58	53,181.86	51,449.00	1,732.86
0.00	0.00	0.00	24,901.00	32,137.46	(7,236.46)
0.00	0.00	0.00	3,774.00	3,774.00	0.00
378.00	1,200.00	(822.00)	11,694.00	11,938.00	(244.00)
0.00	0.00	0.00	205.33	0.00	205.33
0.00	0.00	0.00	188.13	0.00	188.13
<u>4,778.58</u>	<u>5,320.00</u>	<u>(541.42)</u>	<u>93,944.32</u>	<u>99,298.46</u>	<u>(5,354.14)</u>
			<b>District Expenses</b>		
0.00	0.00	0.00	27,216.51	32,095.28	(4,878.77)
0.00	0.00	0.00	9,688.94	9,688.94	0.00
4,560.22	4,000.00	560.22	16,959.29	25,851.12	(8,891.83)
465.21	1,675.00	(1,209.79)	5,330.01	12,640.01	(7,310.00)
3,452.26	1,300.00	2,152.26	16,528.99	21,247.06	(4,718.07)
407.31	580.00	(172.69)	3,015.13	7,905.26	(4,890.13)
0.00	0.00	0.00	8,119.91	6,710.01	1,409.90
3,516.77	2,755.00	761.77	15,763.84	18,841.77	(3,077.93)
502.80	320.00	182.80	7,900.87	15,355.98	(7,455.11)
<u>12,904.57</u>	<u>10,630.00</u>	<u>2,274.57</u>	<u>110,523.49</u>	<u>150,335.43</u>	<u>(39,811.94)</u>
<u><b>(8,125.99)</b></u>	<u><b>(5,310.00)</b></u>	<u><b>(2,815.99)</b></u>	<u><b>(16,579.17)</b></u>	<u><b>(51,036.97)</b></u>	<u><b>34,457.80</b></u>

**District 3  
Receipts Register (02/01/2018 - 02/28/2018)**

Receipt date	Customer	Payment method	Transaction number	Transaction date	Txn currency	Txn amount	Amount (USD)	Amount applied (USD)	Deposited on	Bank account
02/26/2018	C-00002218--Spring Conference	Check		02/26/2018	USD	155.00	155.00	155.00	02/26/2018	6622 Checking
02/22/2018	C-00002218--Spring Conference	Check		02/22/2018	USD	310.00	310.00	310.00	02/22/2018	6622 Checking
02/20/2018	C-00002218--Spring Conference	Check		02/20/2018	USD	465.00	465.00	465.00	02/20/2018	6622 Checking
02/20/2018	C-00002218--Spring Conference	Check		02/20/2018	USD	310.00	310.00	310.00	02/20/2018	6622 Checking
02/14/2018	C-00002218--Spring Conference	Check		02/14/2018	USD	155.00	155.00	155.00	02/14/2018	6622 Checking
02/09/2018	C-00002218--Spring Conference	Check		02/09/2018	USD	155.00	155.00	155.00	02/09/2018	6622 Checking
02/05/2018	C-00000123--TLI Revenue	Check		02/05/2018	USD	161.00	161.00	161.00	02/05/2018	6622 Checking
02/05/2018	C-00000123--TLI Revenue	Check		02/05/2018	USD	91.00	91.00	91.00	02/05/2018	6622 Checking
02/05/2018	C-00000123--TLI Revenue	Check		02/05/2018	USD	35.00	35.00	35.00	02/05/2018	6622 Checking
02/02/2018	C-00000123--TLI Revenue	Check		02/02/2018	USD	21.00	21.00	21.00	02/02/2018	6622 Checking
02/01/2018	C-00000123--TLI Revenue	Check		02/01/2018	USD	70.00	70.00	70.00	02/01/2018	6622 Checking
		<b>Total</b>					<b>1,928.00</b>	<b>1,928.00</b>		

### District 3 Bills Register (02/01/2018 - 02/28/2018)

Date	Vendor	Bill#/Adj#	Due date	Descr	Curr	Trans. amount	Base amount(USD)	Amount paid (USD)
02/08/2018	V-00000002--Toast masters International - WHQ		02/08/2018		USD	14.57	14.57	14.57
02/08/2018	V-00000002--Toast masters International - WHQ		02/08/2018		USD	583.75	583.75	583.75
02/12/2018	V-00000002--Toast masters International - WHQ		02/12/2018		USD	14.57	14.57	14.57
02/02/2018	V-00000305--Bank Card Merchant Fees		02/02/2018		USD	325.35	325.35	325.35
02/22/2018	V-00000307--Capital Merchant Gateway Fee		02/22/2018		USD	25.25	25.25	25.25
02/02/2018	V-00000308--Authnet Gateway Fee		02/02/2018		USD	10.00	10.00	10.00
02/03/2018	V-00000334--RC Type, Print & Direct Mail		02/03/2018		USD	450.00	450.00	450.00
02/03/2018	V-00000334--RC Type, Print & Direct Mail		02/03/2018		USD	412.00	412.00	412.00
02/13/2018	V-00000334--RC Type, Print & Direct Mail		02/13/2018		USD	351.00	351.00	351.00
02/14/2018	V-00000334--RC Type, Print & Direct Mail		02/14/2018		USD	489.76	489.76	489.76
02/27/2018	V-00000334--RC Type, Print & Direct Mail		02/27/2018		USD	273.00	273.00	273.00
02/27/2018	V-00017239--Don Griffith		02/27/2018		USD	126.48	126.48	126.48
02/17/2018	V-00018217--Tim Eberlein		02/17/2018		USD	250.00	250.00	250.00
02/01/2018	V-00020750--Concur Technologies, Inc.		02/01/2018	Michael Holian	USD	30.38	30.38	30.38
02/01/2018	V-00020750--Concur Technologies, Inc.		02/01/2018	Michael Holian	USD	374.21	374.21	374.21
02/01/2018	V-00020750--Concur Technologies, Inc.		02/01/2018	Peggi Peaslee	USD	291.64	291.64	291.64
02/01/2018	V-00020750--Concur Technologies, Inc.		02/01/2018	Peggi Peaslee	USD	131.89	131.89	131.89
02/01/2018	V-00020750--Concur Technologies, Inc.		02/01/2018	Peggi Peaslee	USD	211.14	211.14	211.14
02/28/2018	V-00020750--Concur Technologies, Inc.		02/28/2018		USD	955.89	955.89	955.89
02/26/2018	V-00021913--Phoe		02/26/2018		USD	2,512.50	2,512.50	2,512.50



**District 3**  
**Bills Register (02/01/2018 - 02/28/2018)**

<b>Date</b>	<b>Vendor</b>	<b>Bill#/Adj#</b>	<b>Due date</b>	<b>Descr</b>	<b>Curr</b>	<b>Trans. amount</b>	<b>Base amount(USD)</b>	<b>Amount paid (USD)</b>
02/06/2018	nix Business Journal V- 00023813--Thun derbird Executive Inn		02/06/2018		USD	392.41	392.41	392.41
02/28/2018	V- 00030626--Infusi on Software		02/28/2018		USD	995.00	995.00	995.00
02/23/2018	V- 00030933--Lane Awards		02/23/2018		USD	766.72	766.72	766.72
02/20/2018	V-00030934--AZ Daily Star		02/20/2018		USD	511.88	511.88	511.88
02/03/2018	V- 00030935--Brian Mosely		02/03/2018		USD	77.98	77.98	77.98
02/03/2018	V- 00030936--ABN WP BFC Owner		02/03/2018		USD	180.08	180.08	180.08
<b>Grand total</b>						<b>10,757.45</b>	<b>10,757.45</b>	

# District 3 Reconciliation Report

As Of 02/28/2018  
Account: Cash - Bank of America (6622)

Statement Ending Balance	6,160.07
Deposits in Transit	0.00
Outstanding Checks and Charges	(1,749.49)
Adjusted Bank Balance	4,410.58
Book Balance	4,410.58
Adjustments*	0.00
Adjusted Book Balance	4,410.58

Total Checks and Charges Cleared	6,813.79	Total Deposits Cleared	1,928.00
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## Deposits

Name	Memo	Date	Doc No	Cleared	In Transit
TLI Revenue		02/01/2018		70.00	
TLI Revenue		02/02/2018		21.00	
TLI Revenue		02/05/2018		91.00	
TLI Revenue		02/05/2018		161.00	
TLI Revenue		02/05/2018		35.00	
Spring Conference		02/09/2018		155.00	
Spring Conference		02/14/2018		155.00	
Spring Conference		02/20/2018		465.00	
Spring Conference		02/20/2018		310.00	
Spring Conference		02/22/2018		310.00	
Spring Conference		02/26/2018		155.00	
<b>Total Deposits</b>				<b>1,928.00</b>	<b>0.00</b>

## 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
Brian Lee		09/09/2017	7535		7.00
Luke Honor Guard	7541	10/27/2017			100.00
Concur Technologies, Inc.		01/18/2018		(746.72)	
Concur Technologies, Inc.		01/18/2018		746.72	
Toastmasters International - WHQ		01/19/2018		920.07	
Toastmasters International - WHQ		01/19/2018		(920.07)	
Susan Conn Hood	7585	01/19/2018		58.86	
Authnet Gateway Fee		02/02/2018		10.00	
Bank Card Merchant Fees		02/02/2018		325.35	
Brian Mosely		02/03/2018	7591	77.98	
ABNWP BFC Owner		02/03/2018	7592	180.08	
RC Type, Print & Direct Mail		02/03/2018	7593	450.00	
RC Type, Print & Direct Mail		02/03/2018	7594	412.00	
Thunderbird Executive Inn		02/06/2018	7595	392.41	
RC Type, Print & Direct Mail		02/13/2018	7596	351.00	
RC Type, Print & Direct Mail		02/14/2018	7597	489.76	

# District 3 Reconciliation Report

As Of 02/28/2018

Account: Cash - Bank of America (6622)

Tim Eberlein	02/17/2018	7598	250.00	
AZ Daily Star	02/20/2018		511.88	
Capital Merchant Gate- way Fee	02/22/2018		25.25	
Lane Awards	02/23/2018		766.72	
Phoenix Business Jour- nal	02/26/2018		2,512.50	
Don Griffith	02/27/2018	7599		126.48
RC Type, Print & Direct Mail	02/27/2018	7600		273.00
Infusion Software	02/28/2018	7601		995.00
<b>Total Checks and Charges</b>			<b>6,813.79</b>	<b>1,749.49</b>

**District 3**  
**Reconciliation Report**  
 As Of 02/28/2018  
 Account: District Reserve Receivable

Statement Ending Balance	103,577.43
Deposits in Transit	0.00
Outstanding Checks and Charges	0.00
Adjusted Bank Balance	103,577.43
Book Balance	103,577.43
Adjustments*	0.00
Adjusted Book Balance	103,577.43

Total Checks and Charges Cleared	2,608.04	Total Deposits Cleared	4,400.58
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**Deposits**

Name	Memo	Date	Doc No	Cleared	In Transit
General Ledger Entry	February 2018 Membership Revenue	02/28/2018		4,400.58	
<b>Total Deposits</b>				<b>4,400.58</b>	<b>0.00</b>

**Checks and Charges**

Name	Memo	Date	Check No	Cleared	Outstanding
Concur Technologies, Inc.	Feb Concur OOP	02/01/2018		1,039.26	
Toastmasters International - WHQ		02/08/2018		14.57	
Toastmasters International - WHQ		02/08/2018		583.75	
Toastmasters International - WHQ		02/12/2018		14.57	
Toastmasters International - WHQ		02/26/2018		920.07	
Toastmasters International - WHQ		02/26/2018		(920.07)	
Concur Technologies, Inc.		02/28/2018		955.89	
<b>Total Checks and Charges</b>				<b>2,608.04</b>	<b>0.00</b>

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

Month Ending 02/28/2018			07/01/2017 Through 02/28/2018			
Actual	Budget	Variance	Actual	Budget	Variance	
			<b>District Revenue</b>			
			Membership Revenue			
4,400.58	4,120.00	280.58	6005-000000 - Membership Revenue	53,181.86	51,449.00	1,732.86
4,400.58	4,120.00	280.58	Total Membership Revenue	53,181.86	51,449.00	1,732.86
			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
0.00	0.00	0.00	6020-000000 - Miscellaneous Income	1,000.00	0.00	1,000.00
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)
0.00	0.00	0.00	Total Non Registration	4,026.00	3,462.46	563.54
0.00	0.00	0.00	Total Non Registration	4,026.00	3,462.46	563.54
0.00	0.00	0.00	Total Conference Revenue	24,901.00	32,137.46	(7,236.46)
			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	11,887.00	(11,887.00)
0.00	1,200.00	(1,200.00)	Total Registration - Member	0.00	11,887.00	(11,887.00)
			Registration - No Item			
378.00	0.00	378.00	6025-000000 - Registration & Ticket Revenue	11,593.00	0.00	11,593.00
378.00	0.00	378.00	Total Registration - No Item	11,593.00	0.00	11,593.00
378.00	1,200.00	(822.00)	Total Registration & Tickets	11,593.00	11,887.00	(294.00)
			Non Registration			
			Non Registration			
0.00	0.00	0.00	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
0.00	0.00	0.00	Total Non Registration	101.00	51.00	50.00
0.00	0.00	0.00	Total Non Registration	101.00	51.00	50.00
378.00	1,200.00	(822.00)	Total TLI Revenue	11,694.00	11,938.00	(244.00)
			Speech Contest Revenue			
0.00	0.00	0.00	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

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

Month Ending 02/28/2018			07/01/2017 Through 02/28/2018			
Actual	Budget	Variance		Actual	Budget	Variance
0.00	0.00	0.00	Other Revenue			
0.00	0.00	0.00	6020-000000 - Miscellaneous Income	188.13	0.00	188.13
4,778.58	5,320.00	(541.42)	Total Other Revenue	188.13	0.00	188.13
			Total District Revenue	93,944.32	99,298.46	(5,354.14)
			<b>District Expenses</b>			
			Conference Expenses			
0.00	0.00	0.00	7008-000000 - Promotional Materials	0.00	100.00	(100.00)
0.00	0.00	0.00	7010-000000 - Awards Expense (Trophies, Plaques, Ribbons & Certificates)	383.55	200.00	183.55
0.00	0.00	0.00	7012-000000 - Supplies & Stationery Expense	373.70	495.00	(121.30)
0.00	0.00	0.00	7014-000000 - Room Rental Event Expense	2,551.29	250.00	2,301.29
0.00	0.00	0.00	7016-000000 - Meal Event Expense	20,663.91	26,728.00	(6,064.09)
0.00	0.00	0.00	7018-000000 - Decorations Expense	0.00	200.00	(200.00)
0.00	0.00	0.00	7020-000000 - Printing Expense	272.67	2,232.28	(1,959.61)
0.00	0.00	0.00	7022-000000 - Audio Visual Expense	600.00	750.00	(150.00)
0.00	0.00	0.00	7030-000000 - Photocopying Expense	127.20	0.00	127.20
0.00	0.00	0.00	7044-000000 - Postage & Shipping Expense	147.00	0.00	147.00
0.00	0.00	0.00	7080-000000 - Gifts & Thank Yous	0.00	560.00	(560.00)
0.00	0.00	0.00	7086-000000 - Miscellaneous Expenses	1,851.29	100.00	1,751.29
0.00	0.00	0.00	7090-000000 - Equipment Rental	245.90	480.00	(234.10)
0.00	0.00	0.00	Total Conference Expenses	27,216.51	32,095.28	(4,878.77)
			Fundraising Expenses			
0.00	0.00	0.00	7008-000000 - Promotional Materials	0.00	2,096.20	(2,096.20)
0.00	0.00	0.00	7010-000000 - Awards Expense (Trophies, Plaques, Ribbons & Certificates)	2,832.38	736.18	2,096.20
0.00	0.00	0.00	7014-000000 - Room Rental Event Expense	1,350.00	1,350.00	0.00
0.00	0.00	0.00	7018-000000 - Decorations Expense	387.01	387.01	0.00
0.00	0.00	0.00	7020-000000 - Printing Expense	278.09	278.09	0.00
0.00	0.00	0.00	7078-000000 - Food Expense	4,648.99	4,648.99	0.00
0.00	0.00	0.00	7080-000000 - Gifts & Thank Yous	167.47	167.47	0.00
0.00	0.00	0.00	7086-000000 - Miscellaneous Expenses	25.00	25.00	0.00
0.00	0.00	0.00	Total Fundraising Expenses	9,688.94	9,688.94	0.00
			TLI Expenses			
0.00	0.00	0.00	7006-000000 - Educational Materials	71.43	600.00	(528.57)
0.00	0.00	0.00	7008-000000 - Promotional Materials	553.15	1,153.15	(600.00)
0.00	0.00	0.00	7010-000000 - Awards Expense (Trophies, Plaques, Ribbons & Certificates)	434.40	1,234.40	(800.00)
0.00	100.00	(100.00)	7012-000000 - Supplies & Stationery Expense	1,622.49	2,961.42	(1,338.93)
1,650.00	3,000.00	(1,350.00)	7014-000000 - Room Rental Event Expense	6,490.00	10,645.00	(4,155.00)
392.41	0.00	392.41	7016-000000 - Meal Event Expense	409.65	0.00	409.65
379.00	200.00	179.00	7020-000000 - Printing Expense	2,508.75	4,010.75	(1,502.00)
0.00	0.00	0.00	7044-000000 - Postage & Shipping Expense	7.80	0.00	7.80
2,138.81	500.00	1,638.81	7078-000000 - Food Expense	4,187.25	4,039.16	148.09
0.00	0.00	0.00	7080-000000 - Gifts & Thank Yous	0.00	160.00	(160.00)

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

Month Ending 02/28/2018			07/01/2017 Through 02/28/2018			
Actual	Budget	Variance		Actual	Budget	Variance
0.00	0.00	0.00	7082-000000 - Incentives	574.37	147.24	427.13
0.00	200.00	(200.00)	7086-000000 - Miscellaneous Ex- penses	100.00	900.00	(800.00)
4,560.22	4,000.00	560.22	Total TLI Expenses	16,959.29	25,851.12	(8,891.83)
			Marketing Expense			
			Building New Clubs			
0.00	0.00	0.00	7006-000000 - Educational Materials	0.00	200.00	(200.00)
0.00	0.00	0.00	7012-000000 - Supplies & Stationery Expense	1,453.41	870.84	582.57
0.00	100.00	(100.00)	7020-000000 - Printing Expense	0.00	500.00	(500.00)
0.00	0.00	0.00	7028-000000 - Directory Expense	270.41	0.00	270.41
0.00	25.00	(25.00)	7044-000000 - Postage & Shipping Expense	24.47	325.00	(300.53)
0.00	400.00	(400.00)	7082-000000 - Incentives	306.21	1,800.00	(1,493.79)
0.00	525.00	(525.00)	Total Building New Clubs	2,054.50	3,695.84	(1,641.34)
			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 (Trophies, Plaques, Ribbons & Cer- tificates)	0.00	40.00	(40.00)
0.00	0.00	0.00	7012-000000 - Supplies & Stationery Expense	34.57	0.00	34.57
91.00	200.00	(109.00)	7020-000000 - Printing Expense	720.47	768.65	(48.18)
0.00	0.00	0.00	7044-000000 - Postage & Shipping Expense	55.65	30.00	25.65
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- penses	0.00	34.57	(34.57)
91.00	200.00	(109.00)	Total Membership Growth	1,277.73	2,750.26	(1,472.53)
			Club Coaches			
0.00	0.00	0.00	7014-000000 - Room Rental Event Expense	200.00	500.00	(300.00)
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	0.00	0.00	7078-000000 - Food Expense	28.87	318.91	(290.04)
0.00	0.00	0.00	Total Club Coaches	318.91	968.91	(650.00)
			Recognition			
374.21	0.00	374.21	7044-000000 - Postage & Shipping Expense	374.21	0.00	374.21
0.00	950.00	(950.00)	7082-000000 - Incentives	1,304.66	4,750.00	(3,445.34)
374.21	950.00	(575.79)	Total Recognition	1,678.87	4,750.00	(3,071.13)
			Other			
0.00	0.00	0.00	7080-000000 - Gifts & Thank Yous	0.00	200.00	(200.00)
0.00	0.00	0.00	7086-000000 - Miscellaneous Ex- penses	0.00	275.00	(275.00)
0.00	0.00	0.00	Total Other	0.00	475.00	(475.00)
465.21	1,675.00	(1,209.79)	Total Marketing Expense	5,330.01	12,640.01	(7,310.00)
			Communications & PR Expenses			
0.00	300.00	(300.00)	7008-000000 - Promotional Materials	1,853.76	2,820.53	(966.77)
0.00	0.00	0.00	7012-000000 - Supplies & Stationery Expense	52.58	52.53	0.05
939.76	0.00	939.76	7020-000000 - Printing Expense	5,125.03	0.00	5,125.03
0.00	0.00	0.00	7024-000000 - Newsletter Expense	216.59	2,350.00	(2,133.41)
0.00	0.00	0.00	7026-000000 - Website Expense	594.53	6,050.00	(5,455.47)
2,512.50	1,000.00	1,512.50	7036-000000 - Advertising Expense	4,612.50	5,600.00	(987.50)
0.00	0.00	0.00	7040-000000 - Trade Show Registra- tion Expense	4,074.00	4,074.00	0.00

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

Month Ending 02/28/2018			07/01/2017 Through 02/28/2018			
Actual	Budget	Variance		Actual	Budget	Variance
0.00	0.00	0.00	7044-000000 - Postage & Shipping Expense	0.00	200.00	(200.00)
0.00	0.00	0.00	7086-000000 - Miscellaneous Expenses	0.00	100.00	(100.00)
3,452.26	1,300.00	2,152.26	Total Communications & PR Expenses	16,528.99	21,247.06	(4,718.07)
			Education & Training Expense			
			Distinguished Clubs			
0.00	0.00	0.00	7020-000000 - Printing Expense	0.00	600.00	(600.00)
0.00	20.00	(20.00)	7044-000000 - Postage & Shipping Expense	0.00	140.00	(140.00)
0.00	0.00	0.00	7082-000000 - Incentives	0.00	500.00	(500.00)
0.00	20.00	(20.00)	Total Distinguished Clubs	0.00	1,240.00	(1,240.00)
			Training Club Officers			
0.00	40.00	(40.00)	7006-000000 - Educational Materials	0.00	200.00	(200.00)
0.00	500.00	(500.00)	7010-000000 - Awards Expense (Trophies, Plaques, Ribbons & Certificates)	0.00	500.00	(500.00)
86.61	0.00	86.61	7016-000000 - Meal Event Expense	86.61	0.00	86.61
290.32	0.00	290.32	7020-000000 - Printing Expense	290.32	0.00	290.32
0.00	0.00	0.00	7078-000000 - Food Expense	33.42	0.00	33.42
30.38	0.00	30.38	7080-000000 - Gifts & Thank Yous	30.38	0.00	30.38
407.31	540.00	(132.69)	Total Training Club Officers	440.73	700.00	(259.27)
			Training Division & Area Governors			
0.00	0.00	0.00	7012-000000 - Supplies & Stationery 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	0.00	0.00	7078-000000 - Food Expense	939.00	2,539.00	(1,600.00)
0.00	0.00	0.00	Total Training Division & Area Governors	939.00	2,839.00	(1,900.00)
			Training Areas & Divisions			
0.00	0.00	0.00	7006-000000 - Educational Materials	0.00	300.00	(300.00)
0.00	20.00	(20.00)	7010-000000 - Awards Expense (Trophies, Plaques, Ribbons & Certificates)	0.00	100.00	(100.00)
0.00	0.00	0.00	7016-000000 - Meal Event Expense	72.26	0.00	72.26
0.00	0.00	0.00	7020-000000 - Printing Expense	32.05	0.00	32.05
0.00	0.00	0.00	7078-000000 - Food Expense	90.47	72.26	18.21
0.00	20.00	(20.00)	Total Training Areas & Divisions	194.78	472.26	(277.48)
			Other			
0.00	0.00	0.00	7004-000000 - Badges & Pins	50.16	1,000.00	(949.84)
0.00	0.00	0.00	7006-000000 - Educational Materials	0.00	100.00	(100.00)
0.00	0.00	0.00	7010-000000 - Awards Expense (Trophies, Plaques, Ribbons & Certificates)	0.00	200.00	(200.00)
0.00	0.00	0.00	7012-000000 - Supplies & Stationery Expense	22.95	0.00	22.95
0.00	0.00	0.00	7020-000000 - Printing Expense	54.00	154.00	(100.00)
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	1,313.51	1,000.00	313.51
0.00	0.00	0.00	Total Other	1,440.62	2,654.00	(1,213.38)
407.31	580.00	(172.69)	Total Education & Training Expense	3,015.13	7,905.26	(4,890.13)
			Speech Contest Expenses			
0.00	0.00	0.00	7010-000000 - Awards Expense (Trophies, Plaques, Ribbons & Certificates)	7,850.66	5,607.64	2,243.02
0.00	0.00	0.00	7012-000000 - Supplies & Stationery Expense	93.53	198.88	(105.35)



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

Month Ending 02/28/2018			07/01/2017 Through 02/28/2018			
Actual	Budget	Variance		Actual	Budget	Variance
0.00	0.00	0.00	7014-000000 - Room Rental Event Expense	0.00	200.00	(200.00)
0.00	0.00	0.00	7020-000000 - Printing Expense	103.49	403.49	(300.00)
0.00	0.00	0.00	7078-000000 - Food Expense	72.23	300.00	(227.77)
0.00	0.00	0.00	Total Speech Contest Expenses	8,119.91	6,710.01	1,409.90
			Administration Expenses			
0.00	0.00	0.00	6020-000000 - Miscellaneous Income	(39.99)	0.00	(39.99)
29.14	0.00	29.14	7004-000000 - Badges & Pins	592.87	758.95	(166.08)
0.00	0.00	0.00	7008-000000 - Promotional Materials	373.37	600.00	(226.63)
1,350.47	300.00	1,050.47	7010-000000 - Awards Expense (Trophies, Plaques, Ribbons & Certificates)	3,085.02	1,247.65	1,837.37
0.00	0.00	0.00	7012-000000 - Supplies & Stationery Expense	937.79	937.79	0.00
1,175.08	250.00	925.08	7014-000000 - Room Rental Event Expense	2,197.08	1,100.00	1,097.08
601.48	600.00	1.48	7020-000000 - Printing Expense	1,315.48	2,195.00	(879.52)
0.00	0.00	0.00	7022-000000 - Audio Visual Expense	70.57	0.00	70.57
0.00	270.00	(270.00)	7026-000000 - Website Expense	2,563.39	2,893.40	(330.01)
0.00	200.00	(200.00)	7034-000000 - Conference Calls & Webinars Expense	0.00	1,000.00	(1,000.00)
0.00	50.00	(50.00)	7044-000000 - Postage & Shipping Expense	165.75	176.75	(11.00)
0.00	50.00	(50.00)	7046-000000 - Express Mail/Courier Expense	0.00	150.00	(150.00)
0.00	0.00	0.00	7048-000000 - Equipment Purchase Expense (Less than \$500)	0.00	1,425.00	(1,425.00)
0.00	0.00	0.00	7058-000000 - Lodging Expense	158.35	0.00	158.35
360.60	400.00	(39.40)	7070-000000 - Bank Charges & Credit Card Fee Expense	2,772.45	3,081.40	(308.95)
0.00	350.00	(350.00)	7078-000000 - Food Expense	0.00	1,545.00	(1,545.00)
0.00	50.00	(50.00)	7084-000000 - Sympathy Expense	0.00	300.00	(300.00)
0.00	100.00	(100.00)	7086-000000 - Miscellaneous Expenses	90.00	600.00	(510.00)
0.00	135.00	(135.00)	7088-000000 - Storage Expenses	1,481.71	830.83	650.88
3,516.77	2,755.00	761.77	Total Administration Expenses	15,763.84	18,841.77	(3,077.93)
			Travel Expense			
			District Director			
0.00	0.00	0.00	7056-000000 - Convention Registration Fees Expense	0.00	200.00	(200.00)
475.05	0.00	475.05	7058-000000 - Lodging Expense	494.93	2,600.00	(2,105.07)
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	600.00	(600.00)
0.00	0.00	0.00	7064-000000 - Transportation - Taxis/Shuttle Expense	0.00	70.00	(70.00)
0.00	0.00	0.00	7068-000000 - Transportation - Other Expense	1,342.11	0.00	1,342.11
27.75	0.00	27.75	7078-000000 - Food Expense	27.75	390.00	(362.25)
502.80	80.00	422.80	Total District Director	1,864.79	3,930.00	(2,065.21)
			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	2,557.80	(591.20)
0.00	0.00	0.00	7060-000000 - Transportation - Air	51.09	51.09	0.00

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

Month Ending 02/28/2018			07/01/2017 Through 02/28/2018			
Actual	Budget	Variance		Actual	Budget	Variance
0.00	0.00	0.00	fare Expense	214.20	194.20	20.00
0.00	0.00	0.00	7062-000000 - Transportation - Mileage Expense	0.00	6.22	(6.22)
0.00	0.00	0.00	7064-000000 - Transportation - Taxis/Shuttle Expense	6.22	0.00	6.22
0.00	0.00	0.00	7066-000000 - Transportation - Rail Expense	98.37	218.37	(120.00)
0.00	0.00	0.00	7078-000000 - Food Expense	2,971.48	3,662.68	(691.20)
0.00	0.00	0.00	Total PQD	17.58	0.00	17.58
0.00	0.00	0.00	Club Growth Director	525.00	525.00	0.00
0.00	0.00	0.00	7016-000000 - Meal Event Expense	1,913.53	2,513.53	(600.00)
0.00	0.00	0.00	7056-000000 - Convention Registration Fees Expense	0.00	120.00	(120.00)
0.00	0.00	0.00	7058-000000 - Lodging Expense	12.51	12.51	0.00
0.00	0.00	0.00	7062-000000 - Transportation - Mileage Expense	220.20	357.78	(137.58)
0.00	0.00	0.00	7064-000000 - Transportation - Taxis/Shuttle Expense	2,688.82	3,528.82	(840.00)
0.00	0.00	0.00	7078-000000 - Food Expense	0.00	40.00	(40.00)
0.00	0.00	0.00	Total CGD	0.00	40.00	(40.00)
0.00	0.00	0.00	Public Relations Manager	0.00	240.00	(240.00)
0.00	0.00	0.00	7062-000000 - Transportation - Mileage Expense	0.00	240.00	(240.00)
0.00	0.00	0.00	Total PR Manager	0.00	240.00	(240.00)
0.00	40.00	(40.00)	Administration Manager	0.00	960.00	(960.00)
0.00	40.00	(40.00)	7062-000000 - Transportation - Mileage Expense	0.00	240.00	(240.00)
0.00	0.00	0.00	Total Admin Manager	0.00	240.00	(240.00)
0.00	0.00	0.00	Division Director	0.00	240.00	(240.00)
0.00	0.00	0.00	7062-000000 - Transportation - Mileage Expense	0.00	240.00	(240.00)
0.00	0.00	0.00	Total Division Director	0.00	240.00	(240.00)
0.00	0.00	0.00	Area Director	0.00	960.00	(960.00)
0.00	0.00	0.00	7062-000000 - Transportation - Mileage Expense	0.00	960.00	(960.00)
0.00	0.00	0.00	Total Area Director	0.00	960.00	(960.00)
0.00	200.00	(200.00)	Other Member	355.78	2,754.48	(2,398.70)
0.00	0.00	0.00	7062-000000 - Transportation - Mileage Expense	20.00	0.00	20.00
0.00	0.00	0.00	7068-000000 - Transportation - Other Expense	375.78	2,754.48	(2,378.70)
0.00	200.00	(200.00)	Total Other Member	7,900.87	15,355.98	(7,455.11)
502.80	320.00	182.80	Total Travel Expense	110,523.49	150,335.43	(39,811.94)
12,904.57	10,630.00	2,274.57	Total District Expenses	(16,579.17)	(51,036.97)	34,457.80
<b>(8,125.99)</b>	<b>(5,310.00)</b>	<b>(2,815.99)</b>	<b>Total Net Income</b>			