



TOASTMASTERS INTERNATIONAL
Certification for
January
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>USC</u>
Monthly Net Income/(Loss)	<u>(2,986.95)</u>
Year to Date Net Income/(Loss)	<u>(8,453.18)</u>
Total Available Funds	<u>88,550.51</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 _____ 19th _____ day of _____ February _____



 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 website:
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



TOASTMASTERS INTERNATIONAL

Narratives for

August

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 goal was to recruit new members and retain existing members. This year the District Leadership has updated the website to make events in the district visible and accessible. Mailchimp is distributed bi-weekly and the PRM committee is more visible outside of District 3 by participating in networking events, radio, TV, press release, Mailchimp and print advertisement.

Conference Net Income/(Loss)

There is only one conference left in the TM year - Spring Conference is scheduled for May 18-20 in Phoenix, AZ. We anticipate 150 full conference attendees and additional participants for various components of the weekend.

Fundraising Net Income/(Loss)

There were no fundraising events this period.

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 per 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.

District Store Net Income/(Loss)

D3 does not have a District Store

Other Revenue

There was no unexpected revenue



TOASTMASTERS INTERNATIONAL

Narratives for

August

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

Marketing expenditures for January included: new club banners (3), an entry in the Phoenix Book of Lists, printing of Membership incentive fliers and shipping of new club materials.
All expenses were in line with expectations

Communications and Public Relations

The focus for the district Communications and Public Relations team was to continue coordinating an active public relations and publicity program by establishing and maintaining lines of communication between the district and its clubs, as well as between the district and the public. The events that are planned are as following: On Friday, March 23, 2018, Karen Nowicki, Owner/President of Phoenix Business RadioX interviews Toastmasters Enid Moore-Cranshaw, District Director, Rosalyn Carter, Region 10 Advisor, Catherine Norman, 2018 Spring Conference Chair, and Becky Van Fleet, Conference Presenter. On Saturday, May 18, 2018, the 2018 Spring Conference simulcast on Phoenix Business Radio X with the Trio Radio appearance. The PRM and team are working to increase awareness of Toastmasters through local news media and social media. Ensuring Toastmasters' key messages are communicated when writing news releases and speaking to members, potential members and journalists. Also, the PRM is training the club VPPRs in our district using Achieving Success as Vice President Public Relations.

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 begin in February, area in March, and division events 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 focus for the district was to train facilitators, club officers, build and retain clubs.
Facilitators training, Pathways training, Club Demonstration meetings and Toastmasters Leadership Training.
There were no unexpected expenses or variances this month.

Travel

The focus of the district this month was to train facilitators for TLI and for guides and ambassador to present Pathways to every club.
Travel for Facilitators and Pathways training events were reimbursed this month. There was not unexpected expenses or variances this month.

Other Expenses

D3 had no unexpected expenses

District 3
Balance Sheet (in USD)

07/01/2017 Through 01/31/2018

	Actual
Assets	
Current Assets	
Cash and Cash Equivalents	112,416.88
Prepaid Expenses	4,600.00
Total Current Assets	117,016.88
Total Assets	\$ 117,016.88
Liabilities and Equity	
Liabilities	
Current Liabilities	
Accrued Liabilities	59.62
Deferred Revenue	775.00
Total Current Liabilities	834.62
Total Liabilities	834.62
Stockholders Equity	
Net Assets	124,635.44
Net Income (Loss)	(8,453.18)
Total Stockholders Equity	116,182.26
Total Liabilities and Equity	\$ 117,016.88

District 3
Available Funds (in USD)

Month Ending 01/31/2018

Available Funds

Cash & District Reserve	
Cash	
Cash - Bank of America (6622)	10,631.99
Total Cash	<u>10,631.99</u>
District Reserve	<u>101,784.89</u>
Total Cash & District Reserve	<u>112,416.88</u>
Minimum District Reserve Required at Year End	<u>(23,866.37)</u>
Total Available Funds	<u><u>88,550.51</u></u>

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

Month Ending 01/31/2018			07/01/2017 Through 01/31/2018			
Actual	Budget	Variance		Actual	Budget	Variance
			District Revenue			
2,603.42	1,611.00	992.42	Membership Revenue	48,781.28	47,329.00	1,452.28
500.00	0.00	500.00	Conference Revenue	24,901.00	32,137.46	(7,236.46)
0.00	0.00	0.00	Fundraising Revenue	3,774.00	3,774.00	0.00
4,213.00	3,600.00	613.00	TLI Revenue	11,316.00	10,738.00	578.00
0.00	0.00	0.00	Speech Contest Revenue	205.33	0.00	205.33
188.13	0.00	188.13	Other Revenue	188.13	0.00	188.13
<u>7,504.55</u>	<u>5,211.00</u>	<u>2,293.55</u>	Total District Revenue	<u>89,165.74</u>	<u>93,978.46</u>	<u>(4,812.72)</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
5,125.41	5,400.00	(274.59)	TLI Expenses	12,399.07	21,851.12	(9,452.05)
701.84	1,975.00	(1,273.16)	Marketing Expense	4,864.80	10,965.01	(6,100.21)
552.59	400.00	152.59	Communications & PR Expenses	13,076.73	19,947.06	(6,870.33)
1,065.54	1,820.00	(754.46)	Education & Training Expense	2,607.82	7,325.26	(4,717.44)
1,346.65	705.00	641.65	Speech Contest Expenses	8,119.91	6,710.01	1,409.90
1,574.53	1,905.00	(330.47)	Administration Expenses	12,247.07	16,086.77	(3,839.70)
124.94	3,130.00	(3,005.06)	Travel Expense	7,398.07	15,035.98	(7,637.91)
<u>10,491.50</u>	<u>15,335.00</u>	<u>(4,843.50)</u>	Total District Expenses	<u>97,618.92</u>	<u>139,705.43</u>	<u>(42,086.51)</u>
<u>(2,986.95)</u>	<u>(10,124.00)</u>	<u>7,137.05</u>	Total Net Income	<u>(8,453.18)</u>	<u>(45,726.97)</u>	<u>37,273.79</u>

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

Receipt date	Customer	Payment method	Transaction number	Transaction date	Txn currency	Txn amount	Amount (USD)	Amount applied (USD)	Deposited on	Bank account
01/31/2018	C-00000123--TLI Revenue	Check		01/31/2018	USD	77.00	77.00	77.00	01/31/2018	6622 Checking
01/30/2018	C-00000123--TLI Revenue	Check		01/30/2018	USD	63.00	63.00	63.00	01/30/2018	6622 Checking
01/29/2018	C-00000123--TLI Revenue	Check		01/29/2018	USD	251.00	251.00	251.00	01/29/2018	6622 Checking
01/29/2018	C-00000123--TLI Revenue	Check		01/29/2018	USD	175.00	175.00	175.00	01/29/2018	6622 Checking
01/29/2018	C-00000123--TLI Revenue	Check		01/29/2018	USD	56.00	56.00	56.00	01/29/2018	6622 Checking
01/26/2018	C-00000123--TLI Revenue	Check		01/26/2018	USD	119.00	119.00	119.00	01/26/2018	6622 Checking
01/25/2018	C-00000123--TLI Revenue	Check		01/25/2018	USD	21.00	21.00	21.00	01/25/2018	6622 Checking
01/24/2018	C-00002218--Spring Conference	Check		01/24/2018	USD	310.00	310.00	310.00	01/24/2018	6622 Checking
01/24/2018	C-00000123--TLI Revenue	Check		01/24/2018	USD	35.00	35.00	35.00	01/24/2018	6622 Checking
01/23/2018	C-00000123--TLI Revenue	Check		01/23/2018	USD	140.00	140.00	140.00	01/23/2018	6622 Checking
01/22/2018	C-00002218--Spring Conference	Check		01/22/2018	USD	155.00	155.00	155.00	01/22/2018	6622 Checking
01/22/2018	C-00000123--TLI Revenue	Check		01/22/2018	USD	112.00	112.00	112.00	01/22/2018	6622 Checking
01/22/2018	C-00000123--TLI Revenue	Check		01/22/2018	USD	98.00	98.00	98.00	01/22/2018	6622 Checking
01/22/2018	C-00000123--TLI Revenue	Check		01/22/2018	USD	77.00	77.00	77.00	01/22/2018	6622 Checking
01/19/2018	C-00000123--TLI Revenue	Check		01/19/2018	USD	140.00	140.00	140.00	01/19/2018	6622 Checking
01/18/2018	C-00000123--TLI Revenue	Check		01/18/2018	USD	133.00	133.00	133.00	01/18/2018	6622 Checking
01/17/2018	C-00000123--TLI Revenue	Check		01/17/2018	USD	161.00	161.00	161.00	01/17/2018	6622 Checking
01/16/2018	C-00002409--Miscellaneous Income	Check		01/16/2018	USD	188.13	188.13	188.13	01/16/2018	6622 Checking
01/16/2018	C-00000484--Fall Conference	Check		01/16/2018	USD	500.00	500.00	500.00	01/16/2018	6622 Checking
01/16/2018	C-00000123--TLI Revenue	Check		01/16/2018	USD	203.00	203.00	203.00	01/16/2018	6622 Checking
01/16/2018	C-00000123--TLI Revenue	Check		01/16/2018	USD	140.00	140.00	140.00	01/16/2018	6622 Checking
01/16/2018	C-00000123--TLI Revenue	Check		01/16/2018	USD	91.00	91.00	91.00	01/16/2018	6622 Checking
01/16/2018	C-00000123--TLI Revenue	Check		01/16/2018	USD	84.00	84.00	84.00	01/16/2018	6622 Checking
01/16/2018	C-00000123--TLI Revenue	Check		01/16/2018	USD	77.00	77.00	77.00	01/16/2018	6622 Checking
01/16/2018	C-00000123--TLI Revenue	Check		01/16/2018	USD	49.00	49.00	49.00	01/16/2018	6622 Checking
01/12/2018	C-00000123--TLI Revenue	Check		01/12/2018	USD	147.00	147.00	147.00	01/12/2018	6622 Checking
01/11/2018	C-00000123--TLI Revenue	Check		01/11/2018	USD	196.00	196.00	196.00	01/11/2018	6622 Checking
01/10/2018	C-00000123--TLI Revenue	Check		01/10/2018	USD	175.00	175.00	175.00	01/10/2018	6622 Checking
01/09/2018	C-00000123--TLI Revenue	Check		01/09/2018	USD	245.00	245.00	245.00	01/09/2018	6622 Checking
01/08/2018	C-00000123--TLI Revenue	Check		01/08/2018	USD	343.00	343.00	343.00	01/08/2018	6622 Checking
01/08/2018	C-00000123--TLI Revenue	Check		01/08/2018	USD	63.00	63.00	63.00	01/08/2018	6622 Checking
01/08/2018	C-00000123--TLI Revenue	Check		01/08/2018	USD	63.00	63.00	63.00	01/08/2018	6622 Checking
01/05/2018	C-00000123--TLI Revenue	Check		01/05/2018	USD	182.00	182.00	182.00	01/05/2018	6622 Checking
01/04/2018	C-00002218--Spring	Check		01/04/2018	USD	155.00	155.00	155.00	01/04/2018	6622 Check-

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

Receipt date	Customer	Payment method	Transaction number	Transaction date	Txn currency	Txn amount	Amount (USD)	Amount applied (USD)	Deposited on	Bank account
18	Conference			018						ing
01/04/2018	C-00000123--TLI Revenue	Check		01/04/2018	USD	329.00	329.00	329.00	01/04/2018	6622 Checking
01/03/2018	C-00002218--Spring Conference	Check		01/03/2018	USD	155.00	155.00	155.00	01/03/2018	6622 Checking
01/03/2018	C-00000123--TLI Revenue	Check		01/03/2018	USD	98.00	98.00	98.00	01/03/2018	6622 Checking
01/02/2018	C-00000123--TLI Revenue	Check		01/02/2018	USD	49.00	49.00	49.00	01/02/2018	6622 Checking
01/02/2018	C-00000123--TLI Revenue	Check		01/02/2018	USD	14.00	14.00	14.00	01/02/2018	6622 Checking
01/02/2018	C-00000123--TLI Revenue	Check		01/02/2018	USD	7.00	7.00	7.00	01/02/2018	6622 Checking
		Total					<u><u>5,676.13</u></u>	<u><u>5,676.13</u></u>		

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

Date	Vendor	Bill#/Adj#	Due date	Descr	Curr	Trans. amount	Base amount(USD)	Amount paid (USD)
01/17/2018	V-00000002--Toast masters International - WHQ		01/17/2018		USD	52.39	52.39	52.39
01/17/2018	V-00000002--Toast masters International - WHQ		01/17/2018		USD	52.39	52.39	52.39
01/19/2018	V-00000002--Toast masters International - WHQ		01/19/2018		USD	920.07	920.07	920.07
01/24/2018	V-00000002--Toast masters International - WHQ		01/24/2018		USD	346.14	346.14	346.14
01/24/2018	V-00000002--Toast masters International - WHQ		01/24/2018		USD	1,274.42	1,274.42	1,274.42
01/02/2018	V-00000305--Bank Card Merchant Fees		01/02/2018		USD	102.35	102.35	102.35
01/02/2018	V-00000306--Mailchimp.Com		01/02/2018		USD	170.00	170.00	170.00
01/31/2018	V-00000306--Mailchimp.Com		01/31/2018		USD	127.50	127.50	127.50
01/17/2018	V-00000307--Capital Merchant Gateway Fee		01/17/2018		USD	17.55	17.55	17.55
01/02/2018	V-00000308--Authnet Gateway Fee		01/02/2018		USD	10.00	10.00	10.00
01/19/2018	V-00000333--United States Post Office		01/19/2018		USD	112.00	112.00	112.00
01/20/2018	V-00000334--RC Type, Print & Direct Mail		01/20/2018		USD	919.00	919.00	919.00
01/22/2018	V-00000334--RC Type, Print & Direct Mail		01/22/2018		USD	336.00	336.00	336.00
01/20/2018	V-00009557--Charlene Carillo		11/05/2017		USD	60.82	60.82	60.82
01/01/2018	V-00020750--Concur Technologies, Inc.		01/01/2018	Michael Holian	USD	12.85	12.85	12.85
01/01/2018	V-00020750--Concur Technologies, Inc.		01/01/2018	Michael Heier	USD	161.26	161.26	161.26
01/04/2018	V-00020750--Concur Technologies, Inc.		01/04/2018	Michael Holian	USD	109.67	109.67	109.67
01/04/2018	V-00020750--Concur Technologies, Inc.		01/04/2018	Michael Holian	USD	24.47	24.47	24.47
01/17/2018	V-00020750--Concur Technologies,		01/17/2018	Michael Holian	USD	158.35	158.35	158.35

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

Date	Vendor	Bill#/Adj#	Due date	Descr	Curr	Trans. amount	Base amount(USD)	Amount paid (USD)
01/18/2018	Inc. V- 00020750--Conc ur Technologies, Inc.		01/18/2018	ENID MOORE- CRAN- SHAW	USD	487.00	487.00	487.00
01/18/2018	V- 00020750--Conc ur Technologies, Inc.		01/18/2018	MICHAEL L HEIER	USD	746.72	746.72	746.72
01/15/2018	V- 00022697--Fount ain of Life Lutheran Church		01/15/2018		USD	1,145.00	1,145.00	1,145.00
01/20/2018	V- 00023813--Thun derbird Executive Inn		01/20/2018		USD	3,000.00	3,000.00	3,000.00
01/20/2018	V-00026590--La Casa de Cristo Luthern Church		01/20/2018		USD	350.00	350.00	350.00
01/19/2018	V- 00030626--Infusi on Software		01/19/2018		USD	100.00	100.00	100.00
01/19/2018	V- 00030814--Susa n Conn Hood		01/19/2018		USD	58.86	58.86	58.86
Grand total						10,854.81	10,854.81	

District 3 Reconciliation Report

As Of 01/31/2018
Account: Cash - Bank of America (6622)

Statement Ending Balance	11,045.86
Deposits in Transit	0.00
Outstanding Checks and Charges	(413.87)
Adjusted Bank Balance	10,631.99
Book Balance	10,631.99
Adjustments*	0.00
Adjusted Book Balance	10,631.99

Total Checks and Charges Cleared	8,419.41	Total Deposits Cleared	5,676.13
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Deposits

Name	Memo	Date	Doc No	Cleared	In Transit
TLI Revenue		01/02/2018		7.00	
TLI Revenue		01/02/2018		49.00	
TLI Revenue		01/02/2018		14.00	
Spring Conference		01/03/2018		155.00	
TLI Revenue		01/03/2018		98.00	
TLI Revenue		01/04/2018		329.00	
Spring Conference		01/04/2018		155.00	
TLI Revenue		01/05/2018		182.00	
TLI Revenue		01/08/2018		63.00	
TLI Revenue		01/08/2018		343.00	
TLI Revenue		01/08/2018		63.00	
TLI Revenue		01/09/2018		245.00	
TLI Revenue		01/10/2018		175.00	
TLI Revenue		01/11/2018		196.00	
TLI Revenue		01/12/2018		147.00	
TLI Revenue		01/16/2018		91.00	
Miscellaneous Income		01/16/2018		188.13	
TLI Revenue		01/16/2018		77.00	
TLI Revenue		01/16/2018		140.00	
TLI Revenue		01/16/2018		203.00	
TLI Revenue		01/16/2018		84.00	
Fall Conference		01/16/2018		500.00	
TLI Revenue		01/16/2018		49.00	
TLI Revenue		01/17/2018		161.00	
TLI Revenue		01/18/2018		133.00	
TLI Revenue		01/19/2018		140.00	
TLI Revenue		01/22/2018		77.00	
Spring Conference		01/22/2018		155.00	
TLI Revenue		01/22/2018		112.00	
TLI Revenue		01/22/2018		98.00	
TLI Revenue		01/23/2018		140.00	
Spring Conference		01/24/2018		310.00	
TLI Revenue		01/24/2018		35.00	
TLI Revenue		01/25/2018		21.00	
TLI Revenue		01/26/2018		119.00	
TLI Revenue		01/29/2018		251.00	
TLI Revenue		01/29/2018		56.00	
TLI Revenue		01/29/2018		175.00	
TLI Revenue		01/30/2018		63.00	
TLI Revenue		01/31/2018		77.00	
Total Deposits				5,676.13	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

District 3 Reconciliation Report

As Of 01/31/2018

Account: Cash - Bank of America (6622)

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
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	
Bank Card Merchant Fees	01/02/2018		102.35	
Mailchimp.Com	01/02/2018		170.00	
Authnet Gateway Fee	01/02/2018		10.00	
Fountain of Life Lutheran Church 7582	01/15/2018		1,145.00	
Capital Merchant Gateway Fee	01/17/2018		17.55	
Infusion Software 7584	01/19/2018		100.00	
United States Post Office 7583	01/19/2018		112.00	
Susan Conn Hood 7585	01/19/2018			58.86
RC Type, Print & Direct Mail 7588	01/20/2018		919.00	
Thunderbird Executive Inn 7586	01/20/2018		3,000.00	
La Casa de Cristo Lutheran Church 7589	01/20/2018		350.00	
Charlene Carillo 7587	01/20/2018		60.82	
RC Type, Print & Direct Mail 7590	01/22/2018		336.00	
Mailchimp.Com	01/31/2018		127.50	
Total Checks and Charges			8,419.41	413.87

District 3
Reconciliation Report
 As Of 01/31/2018
 Account: District Reserve Receivable

Statement Ending Balance	101,784.89
Deposits in Transit	0.00
Outstanding Checks and Charges	0.00
Adjusted Bank Balance	101,784.89
Book Balance	101,784.89
Adjustments*	0.00
Adjusted Book Balance	101,784.89

Total Checks and Charges Cleared	4,345.73	Total Deposits Cleared	2,603.42
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Deposits

Name	Memo	Date	Doc No	Cleared	In Transit
General Ledger Entry	January 2018 Membership Revenue	01/31/2018		2,603.42	
Total Deposits				2,603.42	0.00

Checks and Charges

Name	Memo	Date	Check No	Cleared	Outstanding
Concur Technologies, Inc.		01/01/2018		12.85	
Concur Technologies, Inc.		01/01/2018		161.26	
Concur Technologies, Inc.		01/04/2018		109.67	
Concur Technologies, Inc.		01/04/2018		24.47	
Toastmasters International - WHQ		01/17/2018		52.39	
Concur Technologies, Inc.		01/17/2018		158.35	
Toastmasters International - WHQ		01/17/2018		52.39	
Concur Technologies, Inc.		01/18/2018		746.72	
Concur Technologies, Inc.		01/18/2018		487.00	
Toastmasters International - WHQ		01/19/2018		920.07	
Toastmasters International - WHQ		01/24/2018		1,274.42	
Toastmasters International - WHQ		01/24/2018		346.14	
Total Checks and Charges				4,345.73	0.00

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

Month Ending 01/31/2018			07/01/2017 Through 01/31/2018			
Actual	Budget	Variance		Actual	Budget	Variance
District Revenue						
Membership Revenue						
2,603.42	1,611.00	992.42	6005-000000 - Membership Revenue	48,781.28	47,329.00	1,452.28
2,603.42	1,611.00	992.42	Total Membership Revenue	48,781.28	47,329.00	1,452.28
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	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)
500.00	0.00	500.00	Total Non Registration	4,026.00	3,462.46	563.54
500.00	0.00	500.00	Total Non Registration	4,026.00	3,462.46	563.54
500.00	0.00	500.00	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	3,600.00	(3,600.00)	6025-000000 - Registration & Ticket Revenue	0.00	10,687.00	(10,687.00)
0.00	3,600.00	(3,600.00)	Total Registration - Member	0.00	10,687.00	(10,687.00)
Registration - No Item						
4,213.00	0.00	4,213.00	6025-000000 - Registration & Ticket Revenue	11,215.00	0.00	11,215.00
4,213.00	0.00	4,213.00	Total Registration - No Item	11,215.00	0.00	11,215.00
4,213.00	3,600.00	613.00	Total Registration & Tickets	11,215.00	10,687.00	528.00
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
4,213.00	3,600.00	613.00	Total TLI Revenue	11,316.00	10,738.00	578.00
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 01/31/2018			07/01/2017 Through 01/31/2018		
Actual	Budget	Variance	Actual	Budget	Variance
188.13	0.00	188.13	Other Revenue		
188.13	0.00	188.13	188.13	0.00	188.13
7,504.55	5,211.00	2,293.55	6020-000000 - Miscellaneous Income		
			188.13	0.00	188.13
			Total Other Revenue		
			188.13	0.00	188.13
			Total District Revenue		
			89,165.74	93,978.46	(4,812.72)
			District Expenses		
			Conference Expenses		
0.00	0.00	0.00	0.00	100.00	(100.00)
0.00	0.00	0.00	383.55	200.00	183.55
			7008-000000 - Promotional Materials		
			7010-000000 - Awards Expense		
			(Trophies, Plaques, Ribbons & Certificates)		
0.00	0.00	0.00	373.70	495.00	(121.30)
			7012-000000 - Supplies & Stationery Expense		
0.00	0.00	0.00	2,551.29	250.00	2,301.29
			7014-000000 - Room Rental Event Expense		
99.69	0.00	99.69	20,663.91	26,728.00	(6,064.09)
0.00	0.00	0.00	0.00	200.00	(200.00)
0.00	0.00	0.00	272.67	2,232.28	(1,959.61)
0.00	0.00	0.00	600.00	750.00	(150.00)
0.00	0.00	0.00	127.20	0.00	127.20
0.00	0.00	0.00	147.00	0.00	147.00
			7016-000000 - Meal Event Expense		
			7018-000000 - Decorations Expense		
			7020-000000 - Printing Expense		
			7022-000000 - Audio Visual Expense		
			7030-000000 - Photocopying Expense		
			7044-000000 - Postage & Shipping Expense		
0.00	0.00	0.00	0.00	560.00	(560.00)
0.00	0.00	0.00	1,851.29	100.00	1,751.29
			7080-000000 - Gifts & Thank Yous		
			7086-000000 - Miscellaneous Expenses		
(99.69)	0.00	(99.69)	245.90	480.00	(234.10)
0.00	0.00	0.00	27,216.51	32,095.28	(4,878.77)
			7090-000000 - Equipment Rental		
			Total Conference Expenses		
			Fundraising Expenses		
0.00	0.00	0.00	0.00	2,096.20	(2,096.20)
0.00	0.00	0.00	2,832.38	736.18	2,096.20
			7008-000000 - Promotional Materials		
			7010-000000 - Awards Expense		
			(Trophies, Plaques, Ribbons & Certificates)		
0.00	0.00	0.00	1,350.00	1,350.00	0.00
			7014-000000 - Room Rental Event Expense		
0.00	0.00	0.00	387.01	387.01	0.00
0.00	0.00	0.00	278.09	278.09	0.00
0.00	0.00	0.00	4,648.99	4,648.99	0.00
0.00	0.00	0.00	167.47	167.47	0.00
0.00	0.00	0.00	25.00	25.00	0.00
			7018-000000 - Decorations Expense		
			7020-000000 - Printing Expense		
			7078-000000 - Food Expense		
			7080-000000 - Gifts & Thank Yous		
			7086-000000 - Miscellaneous Expenses		
0.00	0.00	0.00	9,688.94	9,688.94	0.00
			Total Fundraising Expenses		
			TLI Expenses		
0.00	200.00	(200.00)	71.43	600.00	(528.57)
0.00	0.00	0.00	553.15	1,153.15	(600.00)
0.00	0.00	0.00	434.40	1,234.40	(800.00)
			7006-000000 - Educational Materials		
			7008-000000 - Promotional Materials		
			7010-000000 - Awards Expense		
			(Trophies, Plaques, Ribbons & Certificates)		
746.72	300.00	446.72	1,622.49	2,861.42	(1,238.93)
			7012-000000 - Supplies & Stationery Expense		
3,045.00	3,000.00	45.00	4,840.00	7,645.00	(2,805.00)
			7014-000000 - Room Rental Event Expense		
0.00	0.00	0.00	17.24	0.00	17.24
919.00	200.00	719.00	2,129.75	3,810.75	(1,681.00)
0.00	0.00	0.00	7.80	0.00	7.80
			7016-000000 - Meal Event Expense		
			7020-000000 - Printing Expense		
			7044-000000 - Postage & Shipping Expense		
0.00	1,500.00	(1,500.00)	2,048.44	3,539.16	(1,490.72)
0.00	0.00	0.00	0.00	160.00	(160.00)
414.69	0.00	414.69	574.37	147.24	427.13
			7078-000000 - Food Expense		
			7080-000000 - Gifts & Thank Yous		
			7082-000000 - Incentives		

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

Month Ending 01/31/2018			07/01/2017 Through 01/31/2018			
Actual	Budget	Variance		Actual	Budget	Variance
0.00	200.00	(200.00)	7086-000000 - Miscellaneous Ex-	100.00	700.00	(600.00)
			penses			
5,125.41	5,400.00	(274.59)	Total TLI Expenses	12,399.07	21,851.12	(9,452.05)
			Marketing Expense			
			Building New Clubs			
0.00	200.00	(200.00)	7006-000000 - Educational Materials	0.00	200.00	(200.00)
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	400.00	(400.00)
270.41	0.00	270.41	7028-000000 - Directory Expense	270.41	0.00	270.41
24.47	25.00	(0.53)	7044-000000 - Postage & Shipping	24.47	300.00	(275.53)
			Expense			
0.00	400.00	(400.00)	7082-000000 - Incentives	306.21	1,400.00	(1,093.79)
294.88	725.00	(430.12)	Total Building New Clubs	2,054.50	3,170.84	(1,116.34)
			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	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			
60.82	0.00	60.82	7020-000000 - Printing Expense	629.47	568.65	60.82
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			
60.82	0.00	60.82	Total Membership Growth	1,186.73	2,550.26	(1,363.53)
			Club Coaches			
0.00	200.00	(200.00)	7014-000000 - Room Rental Event	200.00	500.00	(300.00)
			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	318.91	(290.04)
0.00	300.00	(300.00)	Total Club Coaches	318.91	968.91	(650.00)
346.14	950.00	(603.86)	Recognition			
346.14	950.00	(603.86)	7082-000000 - Incentives	1,304.66	3,800.00	(2,495.34)
			Total Recognition	1,304.66	3,800.00	(2,495.34)
			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)
701.84	1,975.00	(1,273.16)	Total Marketing Expense	4,864.80	10,965.01	(6,100.21)
			Communications & PR Expenses			
0.00	300.00	(300.00)	7008-000000 - Promotional Materials	1,853.76	2,520.53	(666.77)
0.00	0.00	0.00	7012-000000 - Supplies & Stationery	52.58	52.53	0.05
			Expense			
336.00	0.00	336.00	7020-000000 - Printing Expense	4,185.27	0.00	4,185.27
216.59	0.00	216.59	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)
0.00	0.00	0.00	7036-000000 - Advertising Expense	2,100.00	4,600.00	(2,500.00)
0.00	0.00	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			
0.00	100.00	(100.00)	7086-000000 - Miscellaneous Ex-	0.00	100.00	(100.00)

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

Month Ending 01/31/2018			07/01/2017 Through 01/31/2018			
Actual	Budget	Variance		Actual	Budget	Variance
			penses			
552.59	400.00	152.59	Total Communications & PR Expenses	13,076.73	19,947.06	(6,870.33)
			Education & Training Expense			
			Distinguished Clubs			
0.00	0.00	0.00	7020-000000 - Printing Expense	0.00	600.00	(600.00)
0.00	60.00	(60.00)	7044-000000 - Postage & Shipping Expense	0.00	120.00	(120.00)
0.00	500.00	(500.00)	7082-000000 - Incentives	0.00	500.00	(500.00)
0.00	560.00	(560.00)	Total Distinguished Clubs	0.00	1,220.00	(1,220.00)
			Training Club Officers			
0.00	40.00	(40.00)	7006-000000 - Educational Materials	0.00	160.00	(160.00)
0.00	0.00	0.00	7078-000000 - Food Expense	33.42	0.00	33.42
0.00	40.00	(40.00)	Total Training Club Officers	33.42	160.00	(126.58)
			Training Division & Area Governors			
0.00	100.00	(100.00)	7012-000000 - Supplies & Stationery Expense	0.00	100.00	(100.00)
0.00	100.00	(100.00)	7020-000000 - Printing Expense	0.00	200.00	(200.00)
0.00	800.00	(800.00)	7078-000000 - Food Expense	939.00	2,539.00	(1,600.00)
0.00	1,000.00	(1,000.00)	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	80.00	(80.00)
0.00	0.00	0.00	7016-000000 - Meal Event Expense	72.26	0.00	72.26
32.05	0.00	32.05	7020-000000 - Printing Expense	32.05	0.00	32.05
90.47	0.00	90.47	7078-000000 - Food Expense	90.47	72.26	18.21
122.52	20.00	102.52	Total Training Areas & Divisions	194.78	452.26	(257.48)
			Other			
0.00	0.00	0.00	7004-000000 - Badges & Pins	50.16	1,000.00	(949.84)
0.00	100.00	(100.00)	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)
22.95	0.00	22.95	7012-000000 - Supplies & Stationery Expense	22.95	0.00	22.95
0.00	100.00	(100.00)	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)
920.07	0.00	920.07	7082-000000 - Incentives	1,313.51	1,000.00	313.51
943.02	200.00	743.02	Total Other	1,440.62	2,654.00	(1,213.38)
1,065.54	1,820.00	(754.46)	Total Education & Training Expense	2,607.82	7,325.26	(4,717.44)
			Speech Contest Expenses			
1,274.42	705.00	569.42	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)
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)
72.23	0.00	72.23	7078-000000 - Food Expense	72.23	300.00	(227.77)
1,346.65	705.00	641.65	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)
104.78	0.00	104.78	7004-000000 - Badges & Pins	563.73	758.95	(195.22)
0.00	0.00	0.00	7008-000000 - Promotional Materials	373.37	600.00	(226.63)
0.00	0.00	0.00	7010-000000 - Awards Expense	1,734.55	947.65	786.90

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

Month Ending 01/31/2018			07/01/2017 Through 01/31/2018			
Actual	Budget	Variance		Actual	Budget	Variance
			(Trophies, Plaques, Ribbons & Certificates)			
0.00	0.00	0.00	7012-000000 - Supplies & Stationery Expense	937.79	937.79	0.00
772.00	300.00	472.00	7014-000000 - Room Rental Event Expense	1,022.00	850.00	172.00
0.00	300.00	(300.00)	7020-000000 - Printing Expense	714.00	1,595.00	(881.00)
0.00	0.00	0.00	7022-000000 - Audio Visual Expense	70.57	0.00	70.57
297.50	170.00	127.50	7026-000000 - Website Expense	2,563.39	2,623.40	(60.01)
0.00	200.00	(200.00)	7034-000000 - Conference Calls & Webinars Expense	0.00	800.00	(800.00)
112.00	50.00	62.00	7044-000000 - Postage & Shipping Expense	165.75	126.75	39.00
0.00	0.00	0.00	7046-000000 - Express Mail/Courier Expense	0.00	100.00	(100.00)
0.00	0.00	0.00	7048-000000 - Equipment Purchase Expense (Less than \$500)	0.00	1,425.00	(1,425.00)
158.35	0.00	158.35	7058-000000 - Lodging Expense	158.35	0.00	158.35
129.90	400.00	(270.10)	7070-000000 - Bank Charges & Credit Card Fee Expense	2,411.85	2,681.40	(269.55)
0.00	200.00	(200.00)	7078-000000 - Food Expense	0.00	1,195.00	(1,195.00)
0.00	50.00	(50.00)	7084-000000 - Sympathy Expense	0.00	250.00	(250.00)
0.00	100.00	(100.00)	7086-000000 - Miscellaneous Expenses	90.00	500.00	(410.00)
0.00	135.00	(135.00)	7088-000000 - Storage Expenses	1,481.71	695.83	785.88
1,574.53	1,905.00	(330.47)	Total Administration Expenses	12,247.07	16,086.77	(3,839.70)
			Travel Expense			
			District Director			
0.00	0.00	0.00	7056-000000 - Convention Registration Fees Expense	0.00	200.00	(200.00)
0.00	600.00	(600.00)	7058-000000 - Lodging Expense	19.88	2,600.00	(2,580.12)
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	520.00	(520.00)
0.00	50.00	(50.00)	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
0.00	120.00	(120.00)	7078-000000 - Food Expense	0.00	390.00	(390.00)
0.00	850.00	(850.00)	Total District Director	1,361.99	3,850.00	(2,488.01)
			Program Quality Director			
0.00	0.00	0.00	7056-000000 - Convention Registration Fees Expense	635.00	635.00	0.00
0.00	600.00	(600.00)	7058-000000 - Lodging Expense	1,966.60	2,557.80	(591.20)
0.00	0.00	0.00	7060-000000 - Transportation - Airfare Expense	51.09	51.09	0.00
66.08	0.00	66.08	7062-000000 - Transportation - Mileage Expense	214.20	194.20	20.00
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	120.00	(120.00)	7078-000000 - Food Expense	98.37	218.37	(120.00)
66.08	720.00	(653.92)	Total PQD	2,971.48	3,662.68	(691.20)
			Club Growth Director			

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

Month Ending 01/31/2018			07/01/2017 Through 01/31/2018			
Actual	Budget	Variance		Actual	Budget	Variance
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	600.00	(600.00)	7058-000000 - Lodging Expense	1,913.53	2,513.53	(600.00)
0.00	0.00	0.00	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	120.00	(120.00)	7078-000000 - Food Expense	220.20	357.78	(137.58)
0.00	720.00	(720.00)	Total CGD	2,688.82	3,528.82	(840.00)
0.00	0.00	0.00	Public Relations Manager			
0.00	0.00	0.00	7062-000000 - Transportation - Mileage Expense	0.00	40.00	(40.00)
0.00	0.00	0.00	Total PR Manager	0.00	40.00	(40.00)
0.00	40.00	(40.00)	Administration Manager			
0.00	40.00	(40.00)	7062-000000 - Transportation - Mileage Expense	0.00	200.00	(200.00)
0.00	120.00	(120.00)	Total Admin Manager	0.00	200.00	(200.00)
0.00	120.00	(120.00)	Division Director			
0.00	480.00	(480.00)	7062-000000 - Transportation - Mileage Expense	0.00	240.00	(240.00)
0.00	480.00	(480.00)	Total Division Director	0.00	240.00	(240.00)
50.86	200.00	(149.14)	Area Director			
8.00	0.00	8.00	7062-000000 - Transportation - Mileage Expense	0.00	960.00	(960.00)
58.86	200.00	(141.14)	Total Area Director	0.00	960.00	(960.00)
124.94	3,130.00	(3,005.06)	Other Member			
10,491.50	15,335.00	(4,843.50)	7062-000000 - Transportation - Mileage Expense	355.78	2,554.48	(2,198.70)
(2,986.95)	(10,124.00)	7,137.05	7068-000000 - Transportation - Other Expense	20.00	0.00	20.00
			Total Other Member	375.78	2,554.48	(2,178.70)
			Total Travel Expense	7,398.07	15,035.98	(7,637.91)
			Total District Expenses	97,618.92	139,705.43	(42,086.51)
			Total Net Income	(8,453.18)	(45,726.97)	37,273.79