

**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
<b>Monthly Net Income/(Loss)</b>	(6,333.29)
<b>Year to Date Net Income/(Loss)</b>	(14,626.38)
<b>Total Available Funds</b>	88,027.20

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 18th day of March

  
\_\_\_\_\_  
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](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).

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 Revenue significantly exceeded plan for the month. This reverses the trend for last quarter, and can be attributed to individuals 'catching up' on late dues payments. There were no new clubs in the month to account for the variance. The trend is expected to continue to the positive, however, and a new club chartered in February with 56 new members, and a number of other clubs look promising to charter this quarter. □

**Conference Net Income/(Loss)**

Conference expenses are in line with what was budgeted.  
The conference expense budgeted was \$31,302. The estimated conference expense will be \$29,175.  
The conference revenue budgeted was \$31,302. The estimated conference revenue will be \$29,425.  
I do not believe conference will lose money.

**Fundraising Net Income/(Loss)**

District 3 does not have any fundraising events.

**TLI Net Income/(Loss)**

For the month of January, two TLI events were held.  
Jan 5th TLI was at Tucson (Fountain of Life Church)  
Jan 19th TLI was at Mesa (Tempe Mission Palms Hotel)

**District Store Net Income/(Loss)**

District 3 does not have a district store.

**Other Revenue**

Other revenue received was an offset for a duplicate payment that was requested out of pocket that was actually on the card attached to Concur.

In the following white cells, include a brief narrative (description/explanation) of the monthly income, revenues and expenses associated with each category of the Treasurer's Report. Explain if the monthly activities aligned or did not align with the district budget and the District Success Plan. A separate sheet may be used. For each of the four Quarter Reports, **all sections of this narrative page must be completed in order for the report to be accepted by World Headquarters.** The questions in the boxes are to help you formulate narratives. Delete the questions, and replace them with your narratives.

**Marketing**

We were under budget because we ended up focusing on Talk Up Toastmasters instead of a special District 3-specific membership drive. We will spend that money on future membership drives by the end of the year.

**Communications and Public Relations**

The main focus for January is to support the District's goals of communication to the members and the outside world. PR is working with TLI to help promote. PR will consult with Toastmasters International about the possibility of using Denver location/address for D3 in order to become verified on Google My Business. PR is still seeking a cost analysis (not free) of Canva.com for our clubs' use, and will turn in a cost analysis & proposal for a paid Hootsuite account to schedule social media posts with a team. An approved purchase of new retractable banners may be needed before the end of the year. Working with Tucson team led by Karyn Garvin to ensure all materials needed for Tucson Festival of Books are ordered.

**Education and Training**

The main focus in January was to train the Area Directors and Division Directors on how to run a successful speech contest. Area Director & Division Director training was held on January 26, 2019 in Tucson.

**Speech contests**

The main focus for January is to ensure all the Area Directors & Division Directors are prepared to run a successful speech contest. Trophies were distributed to all Area & Division Directors.

**Administration**

Administration expenses were slightly lower than planned, largely due to us being behind on ordering pins and awards for conference. This expense is expected to be accounted for in March.

**Travel**

Travel expenses were not accounted for in January, due in part to a change in our accounting approvals. The mid year training will be lower than budget, as we only had two members of the trio attending training, and should show up in the February report.

**Other Expenses**

Other expenses include the monthly TI Allocation.

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

07/01/2018 Through 01/31/2019

	Actual
<b>Assets</b>	
Current Assets	
Cash and Cash Equivalents	111,509.39
Prepaid Expenses	2,068.46
Total Current Assets	113,577.85
<b>Total Assets</b>	<b>\$ 113,577.85</b>
<b>Liabilities and Equity</b>	
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)	(14,626.38)
Total Stockholders Equity	113,518.23
<b>Total Liabilities and Equity</b>	<b>\$ 113,577.85</b>

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

Month Ending 01/31/2019

**Available Funds**

Cash & District Reserve	
Cash	
Cash - Bank of America (6622)	21,455.20
Total Cash	<u>21,455.20</u>
District Reserve	<u>90,054.19</u>
Total Cash & District Reserve	<u>111,509.39</u>
Minimum District Reserve Required at Year End	<u>(23,482.19)</u>
<b>Total Available Funds</b>	<b><u><u>88,027.20</u></u></b>

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

Month Ending 01/31/2019			07/01/2018 Through 01/31/2019			
Actual	Budget	Variance		Actual	Budget	Variance
			<b>District Revenue</b>			
2,361.92	1,806.00	555.92	Membership Revenue	46,509.76	47,359.00	(849.24)
10.00	0.00	10.00	TLI Revenue	3,874.00	4,250.00	(376.00)
49.89	0.00	49.89	Other Revenue	7,932.73	7,750.00	182.73
<u>2,421.81</u>	<u>1,806.00</u>	<u>615.81</u>	Total District Revenue	<u>58,316.49</u>	<u>59,359.00</u>	<u>(1,042.51)</u>
			<b>District Expenses</b>			
0.00	0.00	0.00	Conference Expenses	(292.01)	0.00	(292.01)
6,967.20	7,400.00	(432.80)	TLI Expenses	14,236.98	17,664.10	(3,427.12)
0.00	1,350.00	(1,350.00)	Marketing Expense	8,319.80	15,925.00	(7,605.20)
2.36	1,300.00	(1,297.64)	Communications & PR Expenses	4,129.83	12,750.00	(8,620.17)
126.23	1,200.00	(1,073.77)	Education & Training Expense	3,845.62	12,971.84	(9,126.22)
45.00	6,100.00	(6,055.00)	Speech Contest Expenses	1,972.92	6,100.00	(4,127.08)
1,067.96	1,975.00	(907.04)	Administration Expenses	12,447.43	15,825.00	(3,377.57)
154.98	2,270.00	(2,115.02)	Travel Expense	7,135.67	10,645.00	(3,509.33)
391.37	391.37	0.00	Other Expenses	21,146.63	15,235.59	5,911.04
<u>8,755.10</u>	<u>21,986.37</u>	<u>(13,231.27)</u>	Total District Expenses	<u>72,942.87</u>	<u>107,116.53</u>	<u>(34,173.66)</u>
<u><b>(6,333.29)</b></u>	<u><b>(20,180.37)</b></u>	<u><b>13,847.08</b></u>	<b>Total Net Income</b>	<u><b>(14,626.38)</b></u>	<u><b>(47,757.53)</b></u>	<u><b>33,131.15</b></u>

**District 3  
Receipts Register (01/01/2019 - 01/31/2019)**

Receipt date	Customer	Payment method	Transaction number	Transaction date	Txn currency	Txn amount	Amount (USD)	Amount applied (USD)	Deposited on	Bank account
01/23/2019	C-00002409--Miscellaneous Income	Cash		01/23/2019	USD	20.00	20.00	20.00	01/23/2019	6622 Checking
01/23/2019	C-00002409--Miscellaneous Income	Check	6139	01/23/2019	USD	29.89	29.89	29.89	01/23/2019	6622 Checking
01/23/2019	C-00000123--TLI Revenue	Cash		01/23/2019	USD	10.00	10.00	10.00	01/23/2019	6622 Checking
		<b>Total</b>					<u>59.89</u>	<u>59.89</u>		

### District 3 Bills Register (01/01/2019 - 01/31/2019)

Date	Vendor	Bill#/Adj#	Due date	Descr	Curr	Trans. amount	Base amount(USD)	Amount paid (USD)
01/01/2019	V-00015274--Doubletree Hilton		01/01/2019		USD	2,000.00	2,000.00	2,000.00
01/01/2019	V-00000334--RC Type, Print & Direct Mail		01/01/2019		USD	310.00	310.00	310.00
01/02/2019	V-00000305--Bank Card Merchant Fees		01/02/2019		USD	57.40	57.40	57.40
01/02/2019	V-00000305--Bank Card Merchant Fees		01/02/2019		USD	15.95	15.95	15.95
01/02/2019	V-00033369--Bank of America Business Advantage Fee		01/23/2019		USD	29.95	29.95	29.95
01/03/2019	V-00000305--Bank Card Merchant Fees		01/03/2019		USD	10.00	10.00	10.00
01/03/2019	V-00000002--Toasters International - WHQ		01/03/2019		USD	126.23	126.23	126.23
01/18/2019	V-00020750--Concur Technologies, Inc.		01/18/2019	DYLAN DOWNHILL	USD	57.35	57.35	57.35
01/18/2019	V-00020750--Concur Technologies, Inc.		01/18/2019	MICHAEL HOLIAN	USD	45.00	45.00	45.00
01/19/2019	V-00033373--Temple Mission Palms		01/19/2019		USD	1,005.18	1,005.18	1,005.18
01/23/2019	V-00026236--Sheraton Crescent Hotel		01/23/2019		USD	2,794.28	2,794.28	2,794.28
01/23/2019	V-00000334--RC Type, Print & Direct Mail		01/23/2019		USD	389.50	389.50	389.50
01/23/2019	V-00005662--Connie Weiss		01/23/2019		USD	39.06	39.06	39.06
01/23/2019	V-00000319--Tri City Storage Solutions		01/23/2019		USD	153.22	153.22	153.22
01/23/2019	V-00007562--James Eng		01/23/2019		USD	28.56	28.56	28.56
01/23/2019	V-00000333--United States Post Office		01/23/2019		USD	120.00	120.00	120.00
01/23/2019	V-00033673--Tatiana Kurochkina		01/23/2019		USD	39.20	39.20	39.20
01/23/2019	V-00000305--Bank Card Merchant Fees		01/23/2019		USD	15.95	15.95	15.95
01/24/2019	V-00000002--Toasters International - WHQ		01/24/2019		USD	1.18	1.18	1.18



### District 3 Bills Register (01/01/2019 - 01/31/2019)

Date	Vendor	Bill#/Adj#	Due date	Descr	Curr	Trans. amount	Base amount(USD)	Amount paid (USD)
01/24/2019	V- 00000002--Toast masters Interna- tional - WHQ		01/24/2019		USD	1.18	1.18	1.18
01/24/2019	V- 00000002--Toast masters Interna- tional - WHQ		01/24/2019		USD	(1.18)	(1.18)	(1.18)
01/24/2019	V- 00000002--Toast masters Interna- tional - WHQ		01/24/2019		USD	1.18	1.18	1.18
01/26/2019	V- 00033373--Temp e Mission Palms		01/26/2019		USD	961.83	961.83	961.83
01/26/2019	V- 00033363--Karen Hewitt		01/26/2019		USD	87.22	87.22	87.22
01/26/2019	V- 00000335--Jeann ie Enders		01/26/2019		USD	15.49	15.49	15.49
01/26/2019	V-00033674--City of Tucson		01/26/2019		USD	187.50	187.50	187.50
01/29/2019	V- 00000306--Mailc himp.Com		01/29/2019		USD	127.50	127.50	127.50
<b>Grand total</b>						<b>8,618.73</b>	<b>8,618.73</b>	

# District 3 Reconciliation Report

As Of 01/31/2019  
Account: Cash - Bank of America (6622)

Statement Ending Balance	1,890.59
Deposits in Transit	20,000.00
Outstanding Checks and Charges	(435.39)
Adjusted Bank Balance	21,455.20
Book Balance	21,455.20
Adjustments*	0.00
Adjusted Book Balance	21,455.20

Total Checks and Charges Cleared                      7,990.76    Total Deposits Cleared    59.89

## Deposits

Name	Memo	Date	Doc No	Cleared	In Transit
Miscellaneous Income		01/23/2019	6139	29.89	
TLI Revenue		01/23/2019		10.00	
Miscellaneous Income		01/23/2019		20.00	
	From bank account ' District Reserve 03' to bank account ' 6622 Checking'	01/30/2019			20,000.00
<b>Total Deposits</b>				<b>59.89</b>	<b>20,000.00</b>

## Checks and Charges

Name	Memo	Date	Check No	Cleared	Outstanding
Connie Weiss		05/30/2018	7625		38.36
RC Type, Print & Direct Mail		01/01/2019	7669	310.00	
Doubletree Hilton		01/01/2019	7670	2,000.00	
Bank of America Business Advantage Fee		01/02/2019		29.95	
Bank Card Merchant Fees		01/02/2019		57.40	
Bank Card Merchant Fees		01/02/2019		15.95	
Bank Card Merchant Fees		01/03/2019		10.00	
FedEx Office		01/07/2019		145.90	
FedEx Office		01/07/2019		(145.90)	
Tempe Mission Palms		01/19/2019	7668	1,005.18	
Sheraton Crescent Hotel		01/23/2019	7673	2,794.28	
James Eng		01/23/2019	7674		28.56
United States Post Office		01/23/2019	7675	120.00	
Tri City Storage Solutions		01/23/2019	7676	153.22	
RC Type, Print & Direct Mail		01/23/2019	7677	389.50	
Tatiana Kurochkina		01/23/2019	7678		39.20
Connie Weiss		01/23/2019	7679		39.06
Bank Card Merchant Fees		01/23/2019		15.95	
Tempe Mission Palms		01/26/2019	7680	961.83	
Karen Hewitt		01/26/2019	7681		87.22
City of Tucson		01/26/2019	7682		187.50
Jeannie Enders		01/26/2019	7683		15.49
Mailchimp.Com		01/29/2019		127.50	
<b>Total Checks and Charges</b>				<b>7,990.76</b>	<b>435.39</b>

**District 3**  
**Reconciliation Report**  
 As Of 01/31/2019  
 Account: District Reserve Receivable

Statement Ending Balance	90,054.19
Deposits in Transit	0.00
Outstanding Checks and Charges	0.00
Adjusted Bank Balance	90,054.19
Book Balance	90,054.19
Adjustments*	0.00
Adjusted Book Balance	90,054.19

<b>Total Checks and Charges Cleared</b>	<b>20,622.31</b>	<b>Total Deposits Cleared</b>	<b>2,361.92</b>
---	------------------	-------------------------------	-----------------

**Deposits**

Name	Memo	Date	Doc No	Cleared	In Transit
General Ledger Entry	January 2019 Membership Revenue	01/31/2019		2,361.92	
<b>Total Deposits</b>				<b>2,361.92</b>	<b>0.00</b>

**Checks and Charges**

Name	Memo	Date	Check No	Cleared	Outstanding
Toastmasters International - WHQ		01/03/2019		126.23	
Concur Technologies, Inc.	BoA Dec 2018	01/18/2019		57.35	
Concur Technologies, Inc.	BoA Dec 2018	01/18/2019		45.00	
Toastmasters International - WHQ		01/24/2019		1.18	
Toastmasters International - WHQ		01/24/2019		1.18	
	From bank account ' District Reserve 03' to bank account ' 6622 Checking'	01/30/2019		20,000.00	
General Ledger Entry	January 2019 Allocation for District Activities to TI	01/31/2019		391.37	
<b>Total Checks and Charges</b>				<b>20,622.31</b>	<b>0.00</b>

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

Month Ending 01/31/2019			07/01/2018 Through 01/31/2019		
Actual	Budget	Variance	Actual	Budget	Variance
			<b>District Revenue</b>		
			Membership Revenue		
2,361.92	1,806.00	555.92	46,509.76	47,359.00	(849.24)
2,361.92	1,806.00	555.92	46,509.76	47,359.00	(849.24)
			Total Membership Revenue		
			TLI Revenue		
			Registration & Tickets		
			Registration - Member		
0.00	0.00	0.00	0.00	4,250.00	(4,250.00)
0.00	0.00	0.00	0.00	4,250.00	(4,250.00)
			Total Registration - Member		
			Registration - No Item		
10.00	0.00	10.00	3,732.00	0.00	3,732.00
10.00	0.00	10.00	3,732.00	0.00	3,732.00
10.00	0.00	10.00	3,732.00	0.00	3,732.00
10.00	0.00	10.00	3,732.00	4,250.00	(518.00)
			Total Registration & Tickets		
			Non Registration		
			Non Registration		
0.00	0.00	0.00	100.00	0.00	100.00
0.00	0.00	0.00	42.00	0.00	42.00
0.00	0.00	0.00	142.00	0.00	142.00
0.00	0.00	0.00	142.00	0.00	142.00
10.00	0.00	10.00	3,874.00	4,250.00	(376.00)
			Total TLI Revenue		
			Other Revenue		
49.89	0.00	49.89	117.73	0.00	117.73
0.00	0.00	0.00	7,525.00	7,500.00	25.00
0.00	0.00	0.00	110.00	110.00	0.00
0.00	0.00	0.00	180.00	140.00	40.00
49.89	0.00	49.89	7,932.73	7,750.00	182.73
2,421.81	1,806.00	615.81	58,316.49	59,359.00	(1,042.51)
			Total District Revenue		
			<b>District Expenses</b>		
			Conference Expenses		
0.00	0.00	0.00	(92.01)	0.00	(92.01)
0.00	0.00	0.00	(200.00)	0.00	(200.00)
0.00	0.00	0.00	(292.01)	0.00	(292.01)
			Total Conference Expenses		
			TLI Expenses		
0.00	0.00	0.00	0.00	200.00	(200.00)
0.00	0.00	0.00	104.28	104.28	0.00
0.00	0.00	0.00	386.54	1,217.13	(830.59)
0.00	0.00	0.00	0.00	500.00	(500.00)
5,294.31	6,000.00	(705.69)	10,239.31	10,450.00	(210.69)
1,211.98	0.00	1,211.98	1,742.82	1,829.24	(86.42)
0.00	0.00	0.00	(840.04)	0.00	(840.04)
389.50	0.00	389.50	1,325.11	500.00	825.11
0.00	400.00	(400.00)	0.00	800.00	(800.00)
71.41	1,000.00	(928.59)	1,278.96	2,063.45	(784.49)
6,967.20	7,400.00	(432.80)	14,236.98	17,664.10	(3,427.12)
			Total TLI Expenses		
			Marketing Expense		
			Building New Clubs		
0.00	0.00	0.00	0.00	100.00	(100.00)
0.00	0.00	0.00	17.10	0.00	17.10

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

Month Ending 01/31/2019			07/01/2018 Through 01/31/2019			
Actual	Budget	Variance		Actual	Budget	Variance
			(Trophies, Plaques, Ribbons & Certificates)			
0.00	0.00	0.00	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	350.00	(350.00)
0.00	400.00	(400.00)	7082-000000 - Incentives	782.49	2,800.00	(2,017.51)
0.00	450.00	(450.00)	Total Building New Clubs Membership Growth	799.59	4,250.00	(3,450.41)
0.00	200.00	(200.00)	7008-000000 - Promotional Materials	0.00	200.00	(200.00)
0.00	200.00	(200.00)	7020-000000 - Printing Expense	0.00	400.00	(400.00)
0.00	0.00	0.00	7044-000000 - Postage & Shipping Expense	39.00	200.00	(161.00)
0.00	0.00	0.00	7082-000000 - Incentives	7,481.21	4,550.00	2,931.21
0.00	400.00	(400.00)	Total Membership Growth Club Coaches	7,520.21	5,350.00	2,170.21
0.00	0.00	0.00	7014-000000 - Room Rental Event Expense	0.00	200.00	(200.00)
0.00	0.00	0.00	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	0.00	0.00	Total Club Coaches Rebuilding	0.00	500.00	(500.00)
0.00	200.00	(200.00)	7014-000000 - Room Rental Event Expense	0.00	200.00	(200.00)
0.00	200.00	(200.00)	7016-000000 - Meal Event Expense	0.00	200.00	(200.00)
0.00	100.00	(100.00)	7020-000000 - Printing Expense	0.00	100.00	(100.00)
0.00	500.00	(500.00)	Total Rebuilding Recognition	0.00	500.00	(500.00)
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)
0.00	1,350.00	(1,350.00)	Total Marketing Expense	8,319.80	15,925.00	(7,605.20)
			Communications & PR Expenses			
2.36	300.00	(297.64)	7008-000000 - Promotional Materials	(501.11)	2,100.00	(2,601.11)
0.00	0.00	0.00	7020-000000 - Printing Expense	0.00	250.00	(250.00)
0.00	0.00	0.00	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	2,500.00	(2,500.00)
0.00	0.00	0.00	7038-000000 - Dues & Association Fee Expense	250.00	0.00	250.00
0.00	500.00	(500.00)	7040-000000 - Trade Show Registration Expense	3,759.00	5,150.00	(1,391.00)
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
2.36	1,300.00	(1,297.64)	Total Communications & PR Expenses	4,129.83	12,750.00	(8,620.17)
			Education & Training Expense			
			Distinguished Clubs			
0.00	0.00	0.00	7020-000000 - Printing Expense	0.00	700.00	(700.00)
0.00	0.00	0.00	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)
0.00	0.00	0.00	Total Distinguished Clubs Training Club Officers	554.59	4,950.00	(4,395.41)
126.23	0.00	126.23	7006-000000 - Educational Materials	719.69	600.00	119.69
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	80.00	1,200.00	(1,120.00)

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

Month Ending 01/31/2019			07/01/2018 Through 01/31/2019			
Actual	Budget	Variance		Actual	Budget	Variance
			Expense			
0.00	0.00	0.00	7016-000000 - Meal Event Expense	120.58	0.00	120.58
0.00	100.00	(100.00)	7020-000000 - Printing Expense	1,252.03	400.00	852.03
0.00	100.00	(100.00)	7078-000000 - Food Expense	268.39	400.00	(131.61)
126.23	500.00	(373.77)	Total Training Club Officers	2,522.11	2,600.00	(77.89)
			Training Division & Area Governors			
0.00	0.00	0.00	7014-000000 - Room Rental Event Expense	0.00	390.00	(390.00)
			Expense			
0.00	0.00	0.00	7016-000000 - Meal Event Expense	0.00	2,657.55	(2,657.55)
0.00	200.00	(200.00)	7020-000000 - Printing Expense	0.00	600.00	(600.00)
0.00	0.00	0.00	7022-000000 - Audio Visual Expense	0.00	274.29	(274.29)
0.00	500.00	(500.00)	7078-000000 - Food Expense	683.19	1,500.00	(816.81)
0.00	700.00	(700.00)	Total Training Division & Area Governors	683.19	5,421.84	(4,738.65)
			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
126.23	1,200.00	(1,073.77)	Total Education & Training Expense	3,845.62	12,971.84	(9,126.22)
			Speech Contest Expenses			
0.00	5,000.00	(5,000.00)	7010-000000 - Awards Expense (Trophies, Plaques, Ribbons & Certificates)	1,927.92	5,000.00	(3,072.08)
45.00	600.00	(555.00)	7014-000000 - Room Rental Event Expense	45.00	600.00	(555.00)
0.00	200.00	(200.00)	7020-000000 - Printing Expense	0.00	200.00	(200.00)
0.00	300.00	(300.00)	7078-000000 - Food Expense	0.00	300.00	(300.00)
45.00	6,100.00	(6,055.00)	Total Speech Contest Expenses	1,972.92	6,100.00	(4,127.08)
			Administration Expenses			
0.00	0.00	0.00	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
0.00	0.00	0.00	7010-000000 - Awards Expense (Trophies, Plaques, Ribbons & Certificates)	4,979.06	3,500.00	1,479.06
0.00	100.00	(100.00)	7012-000000 - Supplies & Stationery Expense	146.76	700.00	(553.24)
187.50	500.00	(312.50)	7014-000000 - Room Rental Event Expense	927.50	1,600.00	(672.50)
325.49	500.00	(174.51)	7020-000000 - Printing Expense	1,106.39	1,500.00	(393.61)
0.00	0.00	0.00	7022-000000 - Audio Visual Expense	0.00	400.00	(400.00)
152.50	400.00	(247.50)	7026-000000 - Website Expense	1,295.15	2,800.00	(1,504.85)
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
120.00	50.00	70.00	7044-000000 - Postage & Shipping Expense	165.65	350.00	(184.35)
0.00	0.00	0.00	7060-000000 - Transportation - Airfare Expense	371.96	0.00	371.96
129.25	400.00	(270.75)	7070-000000 - Bank Charges & Credit Card Fee Expense	1,490.86	2,800.00	(1,309.14)
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	175.00	(132.02)
153.22	0.00	153.22	7088-000000 - Storage Expenses	153.22	1,500.00	(1,346.78)
1,067.96	1,975.00	(907.04)	Total Administration Expenses	12,447.43	15,825.00	(3,377.57)
			Travel Expense			
			District Director			
0.00	0.00	0.00	7056-000000 - Convention Registration Fees Expense	125.00	125.00	0.00
0.00	500.00	(500.00)	7058-000000 - Lodging Expense	1,635.41	2,500.00	(864.59)

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

Month Ending 01/31/2019			07/01/2018 Through 01/31/2019			
Actual	Budget	Variance		Actual	Budget	Variance
0.00	0.00	0.00	7060-000000 - Transportation - Airfare Expense	0.00	250.00	(250.00)
0.00	20.00	(20.00)	7062-000000 - Transportation - Mileage Expense	23.24	40.00	(16.76)
0.00	50.00	(50.00)	7064-000000 - Transportation - Taxis/Shuttle Expense	72.76	100.00	(27.24)
0.00	0.00	0.00	7068-000000 - Transportation - Other Expense	109.00	0.00	109.00
0.00	120.00	(120.00)	7078-000000 - Food Expense	133.03	360.00	(226.97)
0.00	690.00	(690.00)	Total District Director	2,098.44	3,375.00	(1,276.56)
			Program Quality Director			
0.00	500.00	(500.00)	7058-000000 - Lodging Expense	0.00	500.00	(500.00)
28.56	20.00	8.56	7062-000000 - Transportation - Mileage Expense	28.56	40.00	(11.44)
0.00	50.00	(50.00)	7064-000000 - Transportation - Taxis/Shuttle Expense	0.00	50.00	(50.00)
0.00	120.00	(120.00)	7078-000000 - Food Expense	0.00	120.00	(120.00)
28.56	690.00	(661.44)	Total PQD	28.56	710.00	(681.44)
			Club Growth Director			
0.00	0.00	0.00	7056-000000 - Convention Registration Fees Expense	600.00	650.00	(50.00)
0.00	500.00	(500.00)	7058-000000 - Lodging Expense	2,234.15	2,500.00	(265.85)
0.00	20.00	(20.00)	7062-000000 - Transportation - Mileage Expense	0.00	40.00	(40.00)
0.00	50.00	(50.00)	7064-000000 - Transportation - Taxis/Shuttle Expense	0.00	100.00	(100.00)
0.00	120.00	(120.00)	7078-000000 - Food Expense	0.00	360.00	(360.00)
0.00	690.00	(690.00)	Total CGD	2,834.15	3,650.00	(815.85)
			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)
			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)
			Division Director			
0.00	60.00	(60.00)	7062-000000 - Transportation - Mileage Expense	0.00	320.00	(320.00)
0.00	60.00	(60.00)	Total Division Director	0.00	320.00	(320.00)
			Area Director			
126.42	120.00	6.42	7062-000000 - Transportation - Mileage Expense	212.94	640.00	(427.06)
126.42	120.00	6.42	Total Area Director	212.94	640.00	(427.06)
			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	20.00	(20.00)	7062-000000 - Transportation - Mileage Expense	44.66	60.00	(15.34)
0.00	0.00	0.00	7068-000000 - Transportation - Other Expense	0.00	650.00	(650.00)
0.00	20.00	(20.00)	Total IPDD	1,649.18	1,910.00	(260.82)
			Other Member			
0.00	0.00	0.00	7060-000000 - Transportation - Airfare Expense	300.40	0.00	300.40

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

Month Ending 01/31/2019			07/01/2018 Through 01/31/2019			
Actual	Budget	Variance		Actual	Budget	Variance
0.00	0.00	0.00	7068-000000 - Transportation - Other Expense	12.00	0.00	12.00
0.00	0.00	0.00	Total Other Member	312.40	0.00	312.40
154.98	2,270.00	(2,115.02)	Total Travel Expense	7,135.67	10,645.00	(3,509.33)
			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
0.00	0.00	0.00	7086-000000 - Miscellaneous Expenses	500.00	0.00	500.00
391.37	391.37	0.00	7092-000000 - TI Allocation	2,739.59	2,739.59	0.00
391.37	391.37	0.00	Total Other Expenses	21,146.63	15,235.59	5,911.04
8,755.10	21,986.37	(13,231.27)	Total District Expenses	72,942.87	107,116.53	(34,173.66)
<b>(6,333.29)</b>	<b>(20,180.37)</b>	<b>13,847.08</b>	<b>Total Net Income</b>	<b>(14,626.38)</b>	<b>(47,757.53)</b>	<b>33,131.15</b>