



**TOASTMASTERS INTERNATIONAL**  
**Certification for**  
**March**  
**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
<b>Monthly Net Income/(Loss)</b>	\$26,867.78
<b>Year to Date Net Income/(Loss)</b>	\$10,288.61
<b>Total Available Funds</b>	\$115,486.80

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 2017-2018 term.

Dated this 2nd day of May

\_\_\_\_\_  
 District Director

\_\_\_\_\_  
 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 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 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**  
Certification for  
**March**  
**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)**

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 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 Summer 2018 to train incoming officers. The first event is June 16, 2018 in Tucson at Fountain of Life Church. TLI facilitator training is May 12 and June 12. 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

**Marketing**

March expended were limited to the sending of promotional materials,  
Printing of membership program fliers (Membership Master and Bragging Rights)  
And also the Arizona Daily Star advertisement.



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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.

**Communications and Public Relations**

The focus for the district was the Communications and Public Relations Team to continue coordinating an active public relations and publicity program in the district. 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 were planned are as follows: On March 10 & 11, Tucson Festival of Books. On Friday, March 23, 2018, Karen Nowicki, Owner/President of Phoenix Business RadioX interviewed Toastmasters Enid Moore-Cranshaw, District Director, Rosalyn Carter, Region 10 Advisor, Catherine Norman, 2018 Spring Conference Chair, Becky Van Fleet, Conference Presenter in Arizona were interviewed. Saturday, May 18, 2018, the 2018 Spring Conference simulcast on Phoenix Business Radio X with the Trio Radio appearance. What is being done differently from last year is that the PRM is working to increase awareness of Toastmasters through local news media and social media. The PRM communicates Toastmasters' key messages when writing news releases and speaking to members, potential members and journalists. Also, the PRM is training the club VPPRs in our district using the 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. The Divisions have been holding Pathways training to complement the training and virtual support sessions held by Pathways Guides and Ambassadors. As TI phases out these roles for D3, the district is picking up the education responsibility.

**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 May 18-20, along with the International contest.

**Administration**

The main focus is to meet membership and club growth goals while retaining existing clubs. Events held this month were Area Contest with a focus of quality contest that benefits clubs and members.

**Travel**

The main focus was to cover travel for Pathways Guides as the final push went out to educate all clubs on Pathways.

**Other Expenses**

D3 had no unexpected expenses

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

07/01/2017 Through 03/31/2018

	Actual
<b>Assets</b>	
Current Assets	
Cash and Cash Equivalents	139,353.17
Prepaid Expenses	1,240.50
Total Current Assets	140,593.67
<b>Total Assets</b>	<b>\$ 140,593.67</b>
<b>Liabilities and Equity</b>	
Liabilities	
Current Liabilities	
Accrued Liabilities	59.62
Deferred Revenue	5,610.00
Total Current Liabilities	5,669.62
Total Liabilities	5,669.62
Stockholders Equity	
Net Assets	124,635.44
Net Income (Loss)	10,288.61
Total Stockholders Equity	134,924.05
<b>Total Liabilities and Equity</b>	<b>\$ 140,593.67</b>

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

Month Ending 03/31/2018

**Available Funds**

Cash & District Reserve	
Cash	
Cash - Bank of America (6622)	41,307.42
Total Cash	<u>41,307.42</u>
District Reserve	98,045.75
Total Cash & District Reserve	<u>139,353.17</u>
Minimum District Reserve Required at Year End	<u>(23,866.37)</u>
<b>Total Available Funds</b>	<b><u><u>115,486.80</u></u></b>

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

Month Ending 03/31/2018			07/01/2017 Through 03/31/2018			
Actual	Budget	Variance		Actual	Budget	Variance
			<b>District Revenue</b>			
30,109.26	30,182.00	(72.74)	Membership Revenue	83,291.12	81,631.00	1,660.12
0.00	0.00	0.00	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
0.00	0.00	0.00	TLI Revenue	11,694.00	11,938.00	(244.00)
0.00	0.00	0.00	Speech Contest Revenue	205.33	0.00	205.33
0.00	0.00	0.00	Other Revenue	188.13	0.00	188.13
<u>30,109.26</u>	<u>30,182.00</u>	<u>(72.74)</u>	Total District Revenue	<u>124,053.58</u>	<u>129,480.46</u>	<u>(5,426.88)</u>
			<b>District Expenses</b>			
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
635.07	0.00	635.07	TLI Expenses	17,594.36	25,851.12	(8,256.76)
673.75	1,375.00	(701.25)	Marketing Expense	6,003.76	14,015.01	(8,011.25)
600.00	1,100.00	(500.00)	Communications & PR Expenses	17,128.99	22,347.06	(5,218.07)
0.00	2,280.00	(2,280.00)	Education & Training Expense	3,015.13	10,185.26	(7,170.13)
0.00	0.00	0.00	Speech Contest Expenses	8,119.91	6,710.01	1,409.90
1,332.66	1,734.00	(401.34)	Administration Expenses	17,096.50	20,575.77	(3,479.27)
0.00	1,000.00	(1,000.00)	Travel Expense	7,900.87	16,355.98	(8,455.11)
<u>3,241.48</u>	<u>7,489.00</u>	<u>(4,247.52)</u>	Total District Expenses	<u>113,764.97</u>	<u>157,824.43</u>	<u>(44,059.46)</u>
<u><b>26,867.78</b></u>	<u><b>22,693.00</b></u>	<u><b>4,174.78</b></u>	<b>Total Net Income</b>	<u><b>10,288.61</b></u>	<u><b>(28,343.97)</b></u>	<u><b>38,632.58</b></u>

**District 3**  
**Receipts Register (03/01/2018 - 03/31/2018)**

Receipt date	Customer	Payment method	Transaction number	Transaction date	Txn currency	Txn amount	Amount (USD)	Amount applied (USD)	Deposited on	Bank account
03/28/2018	C-00002218--Spring Conference	Check		03/28/2018	USD	155.00	155.00	155.00	03/28/2018	6622 Checking
03/26/2018	C-00002218--Spring Conference	Check		03/26/2018	USD	310.00	310.00	310.00	03/26/2018	6622 Checking
03/26/2018	C-00002218--Spring Conference	Check		03/26/2018	USD	190.00	190.00	190.00	03/26/2018	6622 Checking
03/22/2018	C-00002218--Spring Conference	Check		03/22/2018	USD	250.00	250.00	250.00	03/22/2018	6622 Checking
03/21/2018	C-00002218--Spring Conference	Check		03/21/2018	USD	250.00	250.00	250.00	03/21/2018	6622 Checking
03/20/2018	C-00002218--Spring Conference	Check		03/20/2018	USD	310.00	310.00	310.00	03/20/2018	6622 Checking
03/16/2018	C-00002218--Spring Conference	Check		03/16/2018	USD	270.00	270.00	270.00	03/16/2018	6622 Checking
03/15/2018	C-00002218--Spring Conference	Check		5/2 03/10/18	USD	155.00	155.00	155.00	03/15/2018	6622 Checking
03/14/2018	C-00002218--Spring Conference	Check		03/14/2018	USD	310.00	310.00	310.00	03/14/2018	6622 Checking
03/12/2018	C-00002218--Spring Conference	Check		03/12/2018	USD	465.00	465.00	465.00	03/12/2018	6622 Checking
03/09/2018	C-00002218--Spring Conference	Check		03/09/2018	USD	155.00	155.00	155.00	03/09/2018	6622 Checking
03/08/2018	C-00002218--Spring Conference	Check		03/08/2018	USD	310.00	310.00	310.00	03/08/2018	6622 Checking
03/06/2018	C-00002218--Spring Conference	Check		03/06/2018	USD	155.00	155.00	155.00	03/06/2018	6622 Checking
		<b>Total</b>					<u><u>3,285.00</u></u>	<u><u>3,285.00</u></u>		

### District 3 Bills Register (03/01/2018 - 03/31/2018)

Date	Vendor	Bill#/Adj#	Due date	Descr	Curr	Trans. amount	Base amount(USD)	Amount paid (USD)
03/02/2018	V- 00000305--Bank Card Merchant Fees		03/02/2018		USD	133.28	133.28	133.28
03/01/2018	V- 00000306--Mailc himp.Com		03/01/2018		USD	127.50	127.50	127.50
03/23/2018	V- 00000307--Capit al Merchant Gateway Fee		03/23/2018		USD	45.55	45.55	45.55
03/02/2018	V- 00000308--Authn et Gateway Fee		03/02/2018		USD	10.00	10.00	10.00
03/01/2018	V- 00000333--Unite d States Post Of fice		03/01/2018		USD	5.87	5.87	5.87
03/01/2018	V- 00000333--Unite d States Post Of fice		03/01/2018		USD	(5.87)	(5.87)	(5.87)
03/31/2018	V- 00000333--Unite d States Post Of fice		03/31/2018		USD	230.00	230.00	230.00
03/24/2018	V-00000334--RC Type, Print & Di rect Mail		03/24/2018		USD	305.50	305.50	305.50
03/01/2018	V- 00020750--Conc ur Technologies, Inc.		03/01/2018	Michael Holian	USD	5.87	5.87	5.87
03/01/2018	V- 00020750--Conc ur Technologies, Inc.		03/01/2018	Lynne Nutter	USD	635.07	635.07	635.07
03/24/2018	V- 00030933--Lane Awards		03/24/2018		USD	450.00	450.00	450.00
03/24/2018	V- 00031104--Cathe rine Norman		03/24/2018		USD	54.30	54.30	54.30
03/24/2018	V- 00031105--Yvon ne Campanella		03/24/2018		USD	32.03	32.03	32.03
03/01/2018	V- 00031161--Lynne Nutter		03/01/2018		USD	635.07	635.07	635.07
03/01/2018	V- 00031161--Lynne Nutter		03/01/2018		USD	(635.07)	(635.07)	(635.07)
<b>Grand total</b>							<b>2,029.10</b>	<b>2,029.10</b>



# District 3 Reconciliation Report

As Of 03/31/2018  
Account: Cash - Bank of America (6622)

Statement Ending Balance	41,924.46
Deposits in Transit	0.00
Outstanding Checks and Charges	(617.04)
Adjusted Bank Balance	41,307.42
Book Balance	41,307.42
Adjustments*	0.00
Adjusted Book Balance	41,307.42

Total Checks and Charges Cleared	2,520.61	Total Deposits Cleared	38,285.00
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## Deposits

Name	Memo	Date	Doc No	Cleared	In Transit
Spring Conference		03/06/2018		155.00	
Spring Conference		03/08/2018		310.00	
Spring Conference		03/09/2018		155.00	
Spring Conference		03/12/2018		465.00	
Spring Conference		03/14/2018		310.00	
Spring Conference		03/15/2018		155.00	
Spring Conference		03/16/2018		270.00	
Spring Conference		03/20/2018		310.00	
Spring Conference		03/21/2018		250.00	
Spring Conference		03/22/2018		250.00	
Spring Conference		03/26/2018		190.00	
Spring Conference		03/26/2018		310.00	
Spring Conference		03/28/2018		155.00	
	From bank account ' District Reserve 03' to bank account ' 6622 Checking'	03/29/2018		35,000.00	
<b>Total Deposits</b>				<b>38,285.00</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
Toastmasters International - WHQ		02/12/2018		14.57	
Toastmasters International - WHQ		02/12/2018		(14.57)	
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	
Mailchimp.Com		03/01/2018		127.50	
Bank Card Merchant Fees		03/02/2018		133.28	
Authnet Gateway Fee		03/02/2018		10.00	
Capital Merchant Gateway Fee		03/23/2018		45.55	
RC Type, Print & Direct Mail		03/24/2018	7603	305.50	
Catherine Norman		03/24/2018	7604	54.30	
Yvonne Campanella		03/24/2018	7605		32.03
Lane Awards		03/24/2018		450.00	

**District 3**  
**Reconciliation Report**  
As Of 03/31/2018  
Account: Cash - Bank of America (6622)

United States Post Office  
**Total Checks and Charges**

03/31/2018

2,520.61

230.00  
**617.04**

**District 3**  
**Reconciliation Report**  
 As Of 03/31/2018  
 Account: District Reserve Receivable

Statement Ending Balance	98,045.75
Deposits in Transit	0.00
Outstanding Checks and Charges	0.00
Adjusted Bank Balance	98,045.75
Book Balance	98,045.75
Adjustments*	0.00
Adjusted Book Balance	98,045.75

<b>Total Checks and Charges Cleared</b>	<b>35,640.94</b>	<b>Total Deposits Cleared</b>	<b>30,109.26</b>
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**Deposits**

Name	Memo	Date	Doc No	Cleared	In Transit
General Ledger Entry	March 2018 Membership Revenue	03/31/2018		30,109.26	
<b>Total Deposits</b>				<b>30,109.26</b>	<b>0.00</b>

**Checks and Charges**

Name	Memo	Date	Check No	Cleared	Outstanding
Lynne Nutter		03/01/2018		635.07	
United States Post Office		03/01/2018		(5.87)	
United States Post Office		03/01/2018		5.87	
Lynne Nutter		03/01/2018		(635.07)	
	From bank account ' District Reserve 03' to bank account ' 6622 Checking'	03/29/2018		35,000.00	
Concur Technologies, Inc.	March Concur OOP	03/31/2018		640.94	
<b>Total Checks and Charges</b>				<b>35,640.94</b>	<b>0.00</b>

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

Month Ending 03/31/2018			07/01/2017 Through 03/31/2018			
Actual	Budget	Variance	Actual	Budget	Variance	
			<b>District Revenue</b>			
			Membership Revenue			
30,109.26	30,182.00	(72.74)	6005-000000 - Membership Revenue	83,291.12	81,631.00	1,660.12
30,109.26	30,182.00	(72.74)	Total Membership Revenue	83,291.12	81,631.00	1,660.12
			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			
3,285.00	0.00	3,285.00	6025-000000 - Registration & Ticket Revenue	24,160.00	0.00	24,160.00
3,285.00	0.00	3,285.00	Total Registration - Meal Events	24,160.00	0.00	24,160.00
			Registration - No Item			
(3,285.00)	0.00	(3,285.00)	6025-000000 - Registration & Ticket Revenue	(3,285.00)	0.00	(3,285.00)
(3,285.00)	0.00	(3,285.00)	Total Registration - No Item	(3,285.00)	0.00	(3,285.00)
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	0.00	0.00	6025-000000 - Registration & Ticket Revenue	0.00	11,887.00	(11,887.00)
0.00	0.00	0.00	Total Registration - Member	0.00	11,887.00	(11,887.00)
			Registration - No Item			
0.00	0.00	0.00	6025-000000 - Registration & Ticket Revenue	11,593.00	0.00	11,593.00
0.00	0.00	0.00	Total Registration - No Item	11,593.00	0.00	11,593.00
0.00	0.00	0.00	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

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

Month Ending 03/31/2018			07/01/2017 Through 03/31/2018			
Actual	Budget	Variance		Actual	Budget	Variance
0.00	0.00	0.00	Total TLI Revenue	11,694.00	11,938.00	(244.00)
0.00	0.00	0.00	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
0.00	0.00	0.00	Other Revenue			
0.00	0.00	0.00	6020-000000 - Miscellaneous Income	188.13	0.00	188.13
0.00	0.00	0.00	Total Other Revenue	188.13	0.00	188.13
30,109.26	30,182.00	(72.74)	Total District Revenue	124,053.58	129,480.46	(5,426.88)
			<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 & Certifi- cates)	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 Ex- pense	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 Ex- pense	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 Ex- penses	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 & Certifi- cates)	2,832.38	736.18	2,096.20
0.00	0.00	0.00	7014-000000 - Room Rental Event Ex- pense	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 Ex- penses	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 & Certifi- cates)	434.40	1,234.40	(800.00)
0.00	0.00	0.00	7012-000000 - Supplies & Stationery Expense	1,622.49	2,961.42	(1,338.93)
0.00	0.00	0.00	7014-000000 - Room Rental Event Ex- pense	6,490.00	10,645.00	(4,155.00)
0.00	0.00	0.00	7016-000000 - Meal Event Expense	409.65	0.00	409.65
0.00	0.00	0.00	7020-000000 - Printing Expense	2,508.75	4,010.75	(1,502.00)
0.00	0.00	0.00	7044-000000 - Postage & Shipping Ex-	7.80	0.00	7.80

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

Month Ending 03/31/2018			07/01/2017 Through 03/31/2018			
Actual	Budget	Variance		Actual	Budget	Variance
635.07	0.00	635.07	pense			
0.00	0.00	0.00	7078-000000 - Food Expense	4,822.32	4,039.16	783.16
0.00	0.00	0.00	7080-000000 - Gifts & Thank You	0.00	160.00	(160.00)
0.00	0.00	0.00	7082-000000 - Incentives	574.37	147.24	427.13
0.00	0.00	0.00	7086-000000 - Miscellaneous Ex-	100.00	900.00	(800.00)
635.07	0.00	635.07	penses			
			Total TLI Expenses	17,594.36	25,851.12	(8,256.76)
			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	1,453.41	870.84	582.57
			Expense			
0.00	100.00	(100.00)	7020-000000 - Printing Expense	0.00	600.00	(600.00)
0.00	0.00	0.00	7028-000000 - Directory Expense	270.41	0.00	270.41
5.87	25.00	(19.13)	7044-000000 - Postage & Shipping	30.34	350.00	(319.66)
			Expense			
0.00	300.00	(300.00)	7082-000000 - Incentives	306.21	2,100.00	(1,793.79)
5.87	425.00	(419.13)	Total Building New Clubs	2,060.37	4,120.84	(2,060.47)
			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			
156.00	0.00	156.00	7020-000000 - Printing Expense	876.47	768.65	107.82
511.88	0.00	511.88	7036-000000 - Advertising Expense	511.88	0.00	511.88
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			
667.88	0.00	667.88	Total Membership Growth	1,945.61	2,750.26	(804.65)
			Club Coaches			
0.00	0.00	0.00	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	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			
0.00	0.00	0.00	7044-000000 - Postage & Shipping	374.21	0.00	374.21
			Expense			
0.00	950.00	(950.00)	7082-000000 - Incentives	1,304.66	5,700.00	(4,395.34)
0.00	950.00	(950.00)	Total Recognition	1,678.87	5,700.00	(4,021.13)
			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)
673.75	1,375.00	(701.25)	Total Marketing Expense	6,003.76	14,015.01	(8,011.25)
			Communications & PR Expenses			
0.00	300.00	(300.00)	7008-000000 - Promotional Materials	1,853.76	3,120.53	(1,266.77)
0.00	0.00	0.00	7012-000000 - Supplies & Stationery	52.58	52.53	0.05
			Expense			
0.00	0.00	0.00	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)

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

Month Ending 03/31/2018			07/01/2017 Through 03/31/2018			
Actual	Budget	Variance		Actual	Budget	Variance
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	4,612.50	5,600.00	(987.50)
600.00	800.00	(200.00)	7040-000000 - Trade Show Registration Expense	4,674.00	4,874.00	(200.00)
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)
600.00	1,100.00	(500.00)	Total Communications & PR Expenses	17,128.99	22,347.06	(5,218.07)
			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	160.00	(160.00)
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	1,260.00	(1,260.00)
			Training Club Officers			
0.00	40.00	(40.00)	7006-000000 - Educational Materials	0.00	240.00	(240.00)
0.00	0.00	0.00	7010-000000 - Awards Expense (Trophies, Plaques, Ribbons & Certificates)	0.00	500.00	(500.00)
0.00	0.00	0.00	7016-000000 - Meal Event Expense	86.61	0.00	86.61
0.00	0.00	0.00	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
0.00	0.00	0.00	7080-000000 - Gifts & Thank You	30.38	0.00	30.38
0.00	40.00	(40.00)	Total Training Club Officers	440.73	740.00	(299.27)
			Training Division & Area Governors			
0.00	100.00	(100.00)	7012-000000 - Supplies & Stationery Expense	0.00	200.00	(200.00)
0.00	100.00	(100.00)	7020-000000 - Printing Expense	0.00	300.00	(300.00)
0.00	800.00	(800.00)	7078-000000 - Food Expense	939.00	3,339.00	(2,400.00)
0.00	1,000.00	(1,000.00)	Total Training Division & Area Governors	939.00	3,839.00	(2,900.00)
			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	120.00	(120.00)
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	492.26	(297.48)
			Other			
0.00	1,000.00	(1,000.00)	7004-000000 - Badges & Pins	50.16	2,000.00	(1,949.84)
0.00	100.00	(100.00)	7006-000000 - Educational Materials	0.00	200.00	(200.00)
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	100.00	(100.00)	7020-000000 - Printing Expense	54.00	254.00	(200.00)
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	1,200.00	(1,200.00)	Total Other	1,440.62	3,854.00	(2,413.38)
0.00	2,280.00	(2,280.00)	Total Education & Training Expense	3,015.13	10,185.26	(7,170.13)
			Speech Contest Expenses			
0.00	0.00	0.00	7010-000000 - Awards Expense	7,850.66	5,607.64	2,243.02

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

Month Ending 03/31/2018			07/01/2017 Through 03/31/2018			
Actual	Budget	Variance		Actual	Budget	Variance
			(Trophies, Plaques, Ribbons & Certificates)			
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)
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)
0.00	0.00	0.00	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)
504.30	0.00	504.30	7010-000000 - Awards Expense	3,589.32	1,247.65	2,341.67
			(Trophies, Plaques, Ribbons & Certificates)			
0.00	200.00	(200.00)	7012-000000 - Supplies & Stationery Expense	937.79	1,137.79	(200.00)
250.00	0.00	250.00	7014-000000 - Room Rental Event Expense	2,447.08	1,100.00	1,347.08
0.00	129.00	(129.00)	7020-000000 - Printing Expense	1,315.48	2,324.00	(1,008.52)
0.00	0.00	0.00	7022-000000 - Audio Visual Expense	70.57	0.00	70.57
127.50	270.00	(142.50)	7026-000000 - Website Expense	2,690.89	3,163.40	(472.51)
0.00	200.00	(200.00)	7034-000000 - Conference Calls & Webinars Expense	0.00	1,200.00	(1,200.00)
230.00	50.00	180.00	7044-000000 - Postage & Shipping Expense	395.75	226.75	169.00
0.00	0.00	0.00	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
188.83	400.00	(211.17)	7070-000000 - Bank Charges & Credit Card Fee Expense	2,961.28	3,481.40	(520.12)
32.03	200.00	(167.97)	7078-000000 - Food Expense	32.03	1,745.00	(1,712.97)
0.00	50.00	(50.00)	7084-000000 - Sympathy Expense	0.00	350.00	(350.00)
0.00	100.00	(100.00)	7086-000000 - Miscellaneous Expenses	90.00	700.00	(610.00)
0.00	135.00	(135.00)	7088-000000 - Storage Expenses	1,481.71	965.83	515.88
1,332.66	1,734.00	(401.34)	Total Administration Expenses	17,096.50	20,575.77	(3,479.27)
			Travel Expense			
			District Director			
0.00	0.00	0.00	7056-000000 - Convention Registration Fees Expense	0.00	200.00	(200.00)
0.00	0.00	0.00	7058-000000 - Lodging Expense	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	680.00	(680.00)
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
0.00	0.00	0.00	7078-000000 - Food Expense	27.75	390.00	(362.25)
0.00	80.00	(80.00)	Total District Director	1,864.79	4,010.00	(2,145.21)
			Program Quality Director			



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

Month Ending 03/31/2018			07/01/2017 Through 03/31/2018			
Actual	Budget	Variance		Actual	Budget	Variance
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 - Airfare Expense	51.09	51.09	0.00
0.00	0.00	0.00	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	0.00	0.00	7078-000000 - Food Expense	98.37	218.37	(120.00)
0.00	0.00	0.00	Total PQD	2,971.48	3,662.68	(691.20)
			Club Growth Director			
0.00	0.00	0.00	7016-000000 - Meal Event Expense	17.58	0.00	17.58
0.00	0.00	0.00	7056-000000 - Convention Registration Fees Expense	525.00	525.00	0.00
0.00	0.00	0.00	7058-000000 - Lodging Expense	1,913.53	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	0.00	0.00	7078-000000 - Food Expense	220.20	357.78	(137.58)
0.00	0.00	0.00	Total CGD	2,688.82	3,528.82	(840.00)
			Public Relations Manager			
0.00	40.00	(40.00)	7062-000000 - Transportation - Mileage Expense	0.00	80.00	(80.00)
0.00	40.00	(40.00)	Total PR Manager	0.00	80.00	(80.00)
			Administration Manager			
0.00	40.00	(40.00)	7062-000000 - Transportation - Mileage Expense	0.00	280.00	(280.00)
0.00	40.00	(40.00)	Total Admin Manager	0.00	280.00	(280.00)
			Division Director			
0.00	120.00	(120.00)	7062-000000 - Transportation - Mileage Expense	0.00	360.00	(360.00)
0.00	120.00	(120.00)	Total Division Director	0.00	360.00	(360.00)
			Area Director			
0.00	480.00	(480.00)	7062-000000 - Transportation - Mileage Expense	0.00	1,440.00	(1,440.00)
0.00	480.00	(480.00)	Total Area Director	0.00	1,440.00	(1,440.00)
			Other Member			
0.00	240.00	(240.00)	7062-000000 - Transportation - Mileage Expense	355.78	2,994.48	(2,638.70)
0.00	0.00	0.00	7068-000000 - Transportation - Other Expense	20.00	0.00	20.00
0.00	240.00	(240.00)	Total Other Member	375.78	2,994.48	(2,618.70)
0.00	1,000.00	(1,000.00)	Total Travel Expense	7,900.87	16,355.98	(8,455.11)
3,241.48	7,489.00	(4,247.52)	Total District Expenses	113,764.97	157,824.43	(44,059.46)
<b>26,867.78</b>	<b>22,693.00</b>	<b>4,174.78</b>	<b>Total Net Income</b>	<b>10,288.61</b>	<b>(28,343.97)</b>	<b>38,632.58</b>