

INSTRUCTIONS:


1. Complete all sections on the Narrative tab.
2. Fill in the white cells below with the appropriate information and print out this page.
3. Obtain related signature below. **Electronic signatures are not acceptable.**
4. Distribute monthly reports per Toastmasters International protocol 8.4, to the district governor and lieutenant governors within 30 days after the end of the month.
- 5. Quarter reports due to World Headquarters:**
 - * September Report: **October 31**
 - * December (Audit) Report: **February 15**
 - * March Report: **April 30**
 - * June (Audit) Report: **August 31**
6. Submit approved narratives and certification page to World Headquarters by email or fax:
 - * Scan and email the PDF to **DistrictFinancialReports@toastmasters.org**
 - * Or fax to (949) 589-3456

NOTE: This certification form must be complete for the report to be accepted by World Headquarters. Reserve funds will not be released until World Headquarters receives the completed report.


In Base Currency	USD
Monthly Net Income/(Loss)	(2,981.65)
Year to Date Net Income/(Loss)	(4,972.32)
Total Available Funds	98,354.72

1. We, the undersigned, certify that all district financial records have been made available to the audit committee for inspection and that any unpaid bills or other outstanding obligations for the 2018-2019 term have been reported to the audit committee and included in accruals section of this audit. We further certify that there are no other outstanding district obligations incurred for the 2018-2019 term.

Dated this 17th day of January



District Director (for the year audited)



District Finance Manager (for the year audited)

Complete only for the Mid-year Report and Year-end Report:

2. We, the undersigned members of the Audit Committee, have examined the records of District 3 for the 2018-2019 term in accordance with the Audit Committee Guidelines* and believe that this report properly reflects the operation for that term.

Dated this _____ day of _____

Chairman

Member

Member

* Audit Committee Guidelines are available at the District Finance Corner: www.toastmasters.org/AuditGuide
NOTE: Audit committee members cannot be members of the district executive committee (e.g., district director, program quality director, club growth director, immediate past district director, secretary, finance manager, public relations officer, division directors, area directors).

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

Membership Revenue

Membership continued its downward trend, partially fueled by the loss of 10 clubs and also seasonally low for the holiday period.

Conference Net Income/(Loss)

There are no conference revenues or expenses to report.

Fundraising Net Income/(Loss)

There were no fundraising activities this month in District 3.

TLI Net Income/(Loss)

Expenses are associated with Train the Trainer and TLI curriculum meetings.

District Store Net Income/(Loss)

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

Other Revenue

There was no other revenue to report.

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

Marketing

We we're over budget due to the offering of the Smedley gift cards budgeted in October.

Communications and Public Relations

No events were held or attended in November. No unexpected expenses were reported. PR is currently being managed through new website content and social media, along with support of club PR efforts. PRM continues to train club VPPRs to improve overall district PR. PR is currently under budget by limiting printing and mailing expenses; PRM looked into Google AdWords which cannot be done without a physical mailing address.

Education and Training

Expenses are associated with Area and Division Director training on the day of the DEC Meeting.

Speech contests

There were no speech contest expenses to report.

Administration

Administrative costs were below estimate due to DEC expenses budgeted for the month being paid in an earlier period.

Travel

Travel expenses were higher than budgeted because of IPDD convention expenses being charged later than budgeted and about 20% over estimate.

Other Expenses

Other expenses for this month reflect the monthly TI Allocation.

District 3
Balance Sheet (in USD)

07/01/2018 Through 11/30/2018

	Actual
Assets	
Current Assets	
Cash and Cash Equivalents	121,836.91
Prepaid Expenses	1,395.00
Total Current Assets	123,231.91
Total Assets	\$ 123,231.91
Liabilities and Equity	
Liabilities	
Current Liabilities	
Accrued Liabilities	59.62
Total Current Liabilities	59.62
Total Liabilities	59.62
Stockholders Equity	
Net Assets	128,144.61
Net Income (Loss)	(4,972.32)
Total Stockholders Equity	123,172.29
Total Liabilities and Equity	\$ 123,231.91

District 3
Available Funds (in USD)

Month Ending 11/30/2018

Available Funds

Cash & District Reserve	
Cash	
Cash - Bank of America (6622)	10,110.03
Total Cash	<u>10,110.03</u>
District Reserve	111,726.88
Total Cash & District Reserve	<u>121,836.91</u>
Minimum District Reserve Required at Year End	<u>(23,482.19)</u>
Total Available Funds	<u><u>98,354.72</u></u>

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

Month Ending 11/30/2018			07/01/2018 Through 11/30/2018		
Actual	Budget	Variance	Actual	Budget	Variance
District Revenue			District Revenue		
1,894.28	2,542.00	(647.72)	43,343.45	44,681.00	(1,337.55)
0.00	0.00	0.00	3,864.00	4,250.00	(386.00)
0.00	0.00	0.00	7,882.84	7,750.00	132.84
<u>1,894.28</u>	<u>2,542.00</u>	<u>(647.72)</u>	<u>55,090.29</u>	<u>56,681.00</u>	<u>(1,590.71)</u>
District Expenses			District Expenses		
0.00	0.00	0.00	(292.01)	0.00	(292.01)
529.93	0.00	529.93	7,269.78	4,364.10	2,905.68
2,042.86	550.00	1,492.86	8,034.39	12,975.00	(4,940.61)
105.94	1,300.00	(1,194.06)	3,522.05	7,650.00	(4,127.95)
342.80	1,300.00	(957.20)	3,190.41	10,321.84	(7,131.43)
429.99	1,975.00	(1,545.01)	10,926.44	12,875.00	(1,948.56)
1,033.04	520.00	513.04	6,656.29	8,375.00	(1,718.71)
391.37	391.37	0.00	20,755.26	14,452.85	6,302.41
<u>4,875.93</u>	<u>6,036.37</u>	<u>(1,160.44)</u>	<u>60,062.61</u>	<u>71,013.79</u>	<u>(10,951.18)</u>
<u>(2,981.65)</u>	<u>(3,494.37)</u>	<u>512.72</u>	<u>(4,972.32)</u>	<u>(14,332.79)</u>	<u>9,360.47</u>
Total Net Income			Total Net Income		

District 3
Receipts Register (11/01/2018 - 11/30/2018)

Receipt date	Customer	Payment method	Transaction number	Transaction date	Txn currency	Txn amount	Amount (USD)	Amount applied (USD)	Deposited on	Bank account
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No data found for selected filters

District 3 Bills Register (11/01/2018 - 11/30/2018)

Date	Vendor	Bill#/Adj#	Due date	Descr	Curr	Trans. amount	Base amount(USD)	Amount paid (USD)
11/01/2018	V- 00020750--Conc ur Technologies, Inc.		11/01/2018	Lynne Nutter	USD	371.27	371.27	371.27
11/01/2018	V- 00020750--Conc ur Technologies, Inc.		11/01/2018	Enid Moore- Cran- shaw	USD	934.52	934.52	934.52
11/01/2018	V- 00000307--Capit al Merchant Gateway Fee		11/01/2018		USD	20.65	20.65	20.65
11/01/2018	V- 00033369--Bank of America Busi- ness Advantage Fee		11/01/2018		USD	29.95	29.95	29.95
11/02/2018	V- 00000305--Bank Card Merchant Fees		11/02/2018		USD	57.40	57.40	57.40
11/02/2018	V- 00000308--Authn et Gateway Fee		11/02/2018		USD	10.00	10.00	10.00
11/03/2018	V- 00009557--Charl ene Carillo		11/03/2018		USD	39.00	39.00	39.00
11/03/2018	V- 00022697--Fount ain of Life Lutheran Church		11/03/2018		USD	1,395.00	1,395.00	1,395.00
11/03/2018	V- 00025216--Nanc y Duckett		11/03/2018		USD	81.42	81.42	81.42
11/03/2018	V- 00033363--Karen Hewitt		11/03/2018		USD	86.52	86.52	86.52
11/03/2018	V-00033364--City of Tempe		11/03/2018		USD	60.00	60.00	60.00
11/03/2018	V- 00032410--Costc o Wholesale		11/03/2018		USD	138.42	138.42	138.42
11/03/2018	V- 00033365--Wal- Mart		11/03/2018		USD	3.24	3.24	3.24
11/03/2018	V- 00033366--FedE x Office		11/03/2018		USD	145.90	145.90	145.90
11/03/2018	V- 00033367--Kathl een Smith		11/03/2018		USD	59.72	59.72	59.72
11/14/2018	V- 00020750--Conc ur Technologies, Inc.		11/14/2018	Michael Holian	USD	28.00	28.00	28.00
11/18/2018	V- 00020750--Conc ur Technologies, Inc.		11/18/2018	DYLAN DOWN- HILL	USD	201.64	201.64	201.64
11/18/2018	V- 00020750--Conc ur Technologies, Inc.		11/18/2018	MICHA E L HO- LIAN	USD	90.78	90.78	90.78
11/21/2018	V- 00020750--Conc ur Technologies, Inc.		11/21/2018	Michael Holian	USD	32.33	32.33	32.33
11/26/2018	V- 00021584--Meetu		11/26/2018		USD	89.94	89.94	89.94

Created on : 01/09/2019

District 3
Bills Register (11/01/2018 - 11/30/2018)

Date	Vendor	Bill#/Adj#	Due date	Descr	Curr	Trans. amount	Base amount(USD)	Amount paid (USD)
11/27/2018	p.com V- 00000002--Toast masters Interna- tional - WHQ		11/27/2018		USD	2,003.86	2,003.86	2,003.86
Grand total						5,879.56	5,879.56	

District 3 Reconciliation Report

As Of 11/30/2018
Account: Cash - Bank of America (6622)

Statement Ending Balance	10,539.76
Deposits in Transit	0.00
Outstanding Checks and Charges	(429.73)
Adjusted Bank Balance	10,110.03
Book Balance	10,110.03
Adjustments*	0.00
Adjusted Book Balance	10,110.03

Total Checks and Charges Cleared 2,567.16 Total Deposits Cleared 0.00

Deposits

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

Checks and Charges

Name	Memo	Date	Check No	Cleared	Outstanding
Connie Weiss		05/30/2018	7625		38.36
Toastmasters International - WHQ		07/31/2018			391.37
Shalimar Country Club		10/18/2018	7661	350.00	
Bank of America Business Advantage Fee		11/01/2018		29.95	
Capital Merchant Gateway Fee		11/01/2018		20.65	
Authnet Gateway Fee		11/02/2018		10.00	
Bank Card Merchant Fees		11/02/2018		57.40	
City of Tempe		11/03/2018	7662	60.00	
Nancy Duckett		11/03/2018	7663	81.42	
Karen Hewitt		11/03/2018	7664	86.52	
Charlene Carillo		11/03/2018	7665	39.00	
Kathleen Smith		11/03/2018	7666	59.72	
Fountain of Life Lutheran Church		11/03/2018	7667	1,395.00	
Wal-Mart		11/03/2018		3.24	
Costco Wholesale		11/03/2018		138.42	
FedEx Office		11/03/2018		145.90	
Meetup.com		11/26/2018		89.94	
Total Checks and Charges				2,567.16	429.73

District 3
Reconciliation Report
 As Of 11/30/2018
 Account: District Reserve Receivable

Statement Ending Balance	111,726.88
Deposits in Transit	0.00
Outstanding Checks and Charges	0.00
Adjusted Bank Balance	111,726.88
Book Balance	111,726.88
Adjustments*	0.00
Adjusted Book Balance	111,726.88

Total Checks and Charges Cleared	4,053.77	Total Deposits Cleared	1,894.28
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Deposits

Name	Memo	Date	Doc No	Cleared	In Transit
General Ledger Entry	November 2018 Membership Revenue	11/30/2018		1,894.28	
Total Deposits				1,894.28	0.00

Checks and Charges

Name	Memo	Date	Check No	Cleared	Outstanding
Concur Technologies, Inc.	Nov Concur OOP	11/02/2018		1,305.79	
Concur Technologies, Inc.	Nov Concur OOP	11/15/2018		28.00	
Concur Technologies, Inc.	BoA Oct 2018	11/18/2018		292.42	
Concur Technologies, Inc.	Nov Concur OOP	11/22/2018		32.33	
Toastmasters International - WHQ		11/27/2018		2,003.86	
General Ledger Entry	November 2018 Allocation for District Activities to TI	11/30/2018		391.37	
Total Checks and Charges				4,053.77	0.00

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

Month Ending 11/30/2018			07/01/2018 Through 11/30/2018		
Actual	Budget	Variance	Actual	Budget	Variance
District Revenue					
Membership Revenue					
1,894.28	2,542.00	(647.72)	43,343.45	44,681.00	(1,337.55)
1,894.28	2,542.00	(647.72)	43,343.45	44,681.00	(1,337.55)
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					
0.00	0.00	0.00	3,722.00	0.00	3,722.00
0.00	0.00	0.00	3,722.00	0.00	3,722.00
Total Registration - No Item					
Total Registration & Tickets					
0.00	0.00	0.00	3,722.00	0.00	3,722.00
0.00	0.00	0.00	3,722.00	4,250.00	(528.00)
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
Total Non Registration					
Total Non Registration					
0.00	0.00	0.00	142.00	0.00	142.00
0.00	0.00	0.00	142.00	0.00	142.00
Total TLI Revenue					
0.00	0.00	0.00	3,864.00	4,250.00	(386.00)
Other Revenue					
6020-000000 - Miscellaneous Income					
0.00	0.00	0.00	67.84	0.00	67.84
0.00	0.00	0.00	7,525.00	7,500.00	25.00
6025-000000 - Registration & Ticket Revenue					
0.00	0.00	0.00	110.00	110.00	0.00
6030-000000 - Sponsorship/Advertising Revenue					
0.00	0.00	0.00	180.00	140.00	40.00
6035-000000 - Raffle Revenue					
0.00	0.00	0.00	7,882.84	7,750.00	132.84
Total Other Revenue					
1,894.28	2,542.00	(647.72)	55,090.29	56,681.00	(1,590.71)
Total District Revenue					
District Expenses					
Conference Expenses					
7018-000000 - Decorations Expense					
0.00	0.00	0.00	(92.01)	0.00	(92.01)
0.00	0.00	0.00	(200.00)	0.00	(200.00)
7086-000000 - Miscellaneous Expenses					
0.00	0.00	0.00	(292.01)	0.00	(292.01)
Total Conference Expenses					
TLI Expenses					
7008-000000 - Promotional Materials					
0.00	0.00	0.00	104.28	104.28	0.00
0.00	0.00	0.00	386.54	217.13	169.41
7010-000000 - Awards Expense (Trophies, Plaques, Ribbons & Certificates)					
0.00	0.00	0.00	4,945.00	1,450.00	3,495.00
7014-000000 - Room Rental Event Expense					
201.60	0.00	201.60	530.84	1,829.24	(1,298.40)
0.00	0.00	0.00	(840.04)	0.00	(840.04)
7018-000000 - Decorations Expense					
169.67	0.00	169.67	935.61	0.00	935.61
7020-000000 - Printing Expense					
0.00	0.00	0.00	0.00	200.00	(200.00)
7022-000000 - Audio Visual Expense					
158.66	0.00	158.66	1,207.55	563.45	644.10
7078-000000 - Food Expense					
529.93	0.00	529.93	7,269.78	4,364.10	2,905.68
Total TLI Expenses					
Marketing Expense					
Building New Clubs					
7006-000000 - Educational Materials					
0.00	0.00	0.00	0.00	50.00	(50.00)
7010-000000 - Awards Expense (Trophies, Plaques, Ribbons & Certificates)					
0.00	0.00	0.00	17.10	0.00	17.10
7012-000000 - Supplies & Stationery					
0.00	0.00	0.00	0.00	500.00	(500.00)

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

Month Ending 11/30/2018			07/01/2018 Through 11/30/2018		
Actual	Budget	Variance	Actual	Budget	Variance
					Expense
0.00	50.00	(50.00)			7020-000000 - Printing Expense
0.00	400.00	(400.00)	0.00	250.00	(250.00)
0.00	450.00	(450.00)	497.08	2,000.00	(1,502.92)
					7082-000000 - Incentives
0.00	0.00	0.00	514.18	2,800.00	(2,285.82)
39.00	0.00	39.00			Total Building New Clubs
					Membership Growth
2,003.86	0.00	2,003.86	0.00	200.00	(200.00)
2,042.86	0.00	2,042.86	39.00	200.00	(161.00)
					Expense
0.00	100.00	(100.00)	7,481.21	4,250.00	3,231.21
0.00	100.00	(100.00)			7082-000000 - Incentives
0.00	0.00	0.00	7,520.21	4,650.00	2,870.21
0.00	0.00	0.00			Total Membership Growth
0.00	0.00	0.00			Club Coaches
0.00	0.00	0.00	0.00	200.00	(200.00)
0.00	0.00	0.00			7020-000000 - Printing Expense
0.00	0.00	0.00	0.00	125.00	(125.00)
0.00	0.00	0.00	0.00	200.00	(200.00)
0.00	0.00	0.00			7044-000000 - Postage & Shipping
0.00	0.00	0.00			Expense
0.00	0.00	0.00	0.00	5,000.00	(5,000.00)
0.00	0.00	0.00			7082-000000 - Incentives
2,042.86	550.00	1,492.86	0.00	5,325.00	(5,325.00)
					Total Recognition
0.00	300.00	(300.00)	8,034.39	12,975.00	(4,940.61)
0.00	0.00	0.00			Total Marketing Expense
89.94	0.00	89.94			Communications & PR Expenses
0.00	0.00	0.00	(508.89)	1,500.00	(2,008.89)
0.00	0.00	0.00			7008-000000 - Promotional Materials
0.00	500.00	(500.00)	0.00	250.00	(250.00)
0.00	0.00	0.00	89.94	0.00	89.94
0.00	0.00	0.00	516.00	0.00	516.00
0.00	0.00	0.00			7020-000000 - Printing Expense
0.00	500.00	(500.00)	0.00	1,500.00	(1,500.00)
0.00	0.00	0.00	250.00	0.00	250.00
					7030-000000 - Photocopying Expense
0.00	500.00	(500.00)			7036-000000 - Advertising Expense
0.00	0.00	0.00	3,159.00	4,150.00	(991.00)
					7040-000000 - Trade Show Registration Expense
0.00	0.00	0.00	0.00	250.00	(250.00)
16.00	0.00	16.00			7044-000000 - Postage & Shipping Expense
105.94	1,300.00	(1,194.06)	16.00	0.00	16.00
					7078-000000 - Food Expense
0.00	100.00	(100.00)	3,522.05	7,650.00	(4,127.95)
0.00	0.00	0.00			Total Communications & PR Expenses
0.00	100.00	(100.00)			Education & Training Expense
0.00	100.00	(100.00)			Distinguished Clubs
0.00	0.00	0.00	0.00	200.00	(200.00)
0.00	0.00	0.00	532.59	4,000.00	(3,467.41)
0.00	0.00	0.00			7020-000000 - Printing Expense
0.00	0.00	0.00	532.59	4,200.00	(3,667.41)
0.00	0.00	0.00			7082-000000 - Incentives
81.42	0.00	81.42			Total Distinguished Clubs
60.00	300.00	(240.00)			Training Club Officers
			593.46	400.00	193.46
59.72	100.00	(40.28)			7006-000000 - Educational Materials
0.00	100.00	(100.00)	81.42	0.00	81.42
201.14	500.00	(298.86)	80.00	600.00	(520.00)
					7014-000000 - Room Rental Event
0.00	0.00	0.00			Expense
0.00	0.00	0.00	1,252.03	200.00	1,052.03
0.00	200.00	(200.00)	102.37	200.00	(97.63)
0.00	0.00	0.00			7020-000000 - Printing Expense
141.66	500.00	(358.34)	2,109.28	1,400.00	709.28
141.66	700.00	(558.34)			Total Training Club Officers
					Training Division & Area Governors
0.00	0.00	0.00	0.00	390.00	(390.00)
0.00	0.00	0.00			Expense
0.00	0.00	0.00	0.00	2,657.55	(2,657.55)
0.00	200.00	(200.00)	0.00	400.00	(400.00)
0.00	0.00	0.00	0.00	274.29	(274.29)
141.66	500.00	(358.34)	462.81	1,000.00	(537.19)
141.66	700.00	(558.34)			7022-000000 - Audio Visual Expense
			462.81	1,000.00	(537.19)
0.00	0.00	0.00			7078-000000 - Food Expense
0.00	0.00	0.00	462.81	4,721.84	(4,259.03)
					Total Training Division & Area Governors
0.00	0.00	0.00	85.73	0.00	85.73
0.00	0.00	0.00			Training Areas & Divisions
			85.73	0.00	85.73
					7078-000000 - Food Expense
			85.73	0.00	85.73
					Total Training Areas & Divisions

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

Month Ending 11/30/2018			07/01/2018 Through 11/30/2018			
Actual	Budget	Variance		Actual	Budget	Variance
342.80	1,300.00	(957.20)	Total Education & Training Expense	3,190.41	10,321.84	(7,131.43)
			Administration Expenses			
0.00	0.00	0.00	7004-000000 - Badges & Pins	740.14	500.00	240.14
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)	4,916.02	3,500.00	1,416.02
0.00	100.00	(100.00)	7012-000000 - Supplies & Stationery Expense	146.76	500.00	(353.24)
0.00	500.00	(500.00)	7014-000000 - Room Rental Event Expense	740.00	1,100.00	(360.00)
145.90	500.00	(354.10)	7020-000000 - Printing Expense	780.90	1,000.00	(219.10)
0.00	0.00	0.00	7022-000000 - Audio Visual Expense	0.00	400.00	(400.00)
0.00	400.00	(400.00)	7026-000000 - Website Expense	887.65	2,000.00	(1,112.35)
0.00	0.00	0.00	7030-000000 - Photocopying Expense	78.95	0.00	78.95
123.11	0.00	123.11	7034-000000 - Conference Calls & Webinars Expense	284.98	0.00	284.98
0.00	50.00	(50.00)	7044-000000 - Postage & Shipping Expense	45.65	250.00	(204.35)
0.00	0.00	0.00	7060-000000 - Transportation - Airfare Expense	371.96	0.00	371.96
118.00	400.00	(282.00)	7070-000000 - Bank Charges & Credit Card Fee Expense	1,248.31	2,000.00	(751.69)
0.00	0.00	0.00	7078-000000 - Food Expense	17.89	0.00	17.89
42.98	25.00	17.98	7084-000000 - Sympathy Expense	42.98	125.00	(82.02)
0.00	0.00	0.00	7088-000000 - Storage Expenses	0.00	1,500.00	(1,500.00)
429.99	1,975.00	(1,545.01)	Total Administration Expenses	10,926.44	12,875.00	(1,948.56)
			Travel Expense			
			District Director			
0.00	0.00	0.00	7056-000000 - Convention Registra- tion Fees Expense	125.00	125.00	0.00
0.00	0.00	0.00	7058-000000 - Lodging Expense	1,635.41	2,000.00	(364.59)
0.00	0.00	0.00	7060-000000 - Transportation - Air- fare Expense	0.00	250.00	(250.00)
0.00	20.00	(20.00)	7062-000000 - Transportation - Mileage Expense	23.24	20.00	3.24
0.00	0.00	0.00	7064-000000 - Transportation - Taxis/Shuttle Expense	72.76	50.00	22.76
12.00	0.00	12.00	7068-000000 - Transportation - Other Expense	97.00	0.00	97.00
0.00	0.00	0.00	7078-000000 - Food Expense	133.03	240.00	(106.97)
12.00	20.00	(8.00)	Total District Director	2,086.44	2,685.00	(598.56)
			Program Quality Director			
0.00	20.00	(20.00)	7062-000000 - Transportation - Mileage Expense	0.00	20.00	(20.00)
0.00	20.00	(20.00)	Total PQD	0.00	20.00	(20.00)
			Club Growth Director			
0.00	0.00	0.00	7056-000000 - Convention Registra- tion Fees Expense	600.00	650.00	(50.00)
0.00	0.00	0.00	7058-000000 - Lodging Expense	2,234.15	2,000.00	234.15
0.00	20.00	(20.00)	7062-000000 - Transportation - Mileage Expense	0.00	20.00	(20.00)
0.00	0.00	0.00	7064-000000 - Transportation - Taxis/Shuttle Expense	0.00	50.00	(50.00)
0.00	0.00	0.00	7078-000000 - Food Expense	0.00	240.00	(240.00)
0.00	20.00	(20.00)	Total CGD	2,834.15	2,960.00	(125.85)
			Public Relations Manager			

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

Month Ending 11/30/2018			07/01/2018 Through 11/30/2018			
Actual	Budget	Variance		Actual	Budget	Variance
0.00	20.00	(20.00)	7062-000000 - Transportation - Mileage Expense	0.00	20.00	(20.00)
0.00	20.00	(20.00)	Total PR Manager	0.00	20.00	(20.00)
0.00	20.00	(20.00)	Administration Manager	0.00	20.00	(20.00)
0.00	20.00	(20.00)	7062-000000 - Transportation - Mileage Expense	0.00	20.00	(20.00)
0.00	20.00	(20.00)	Total Admin Manager	0.00	20.00	(20.00)
0.00	140.00	(140.00)	Division Director	0.00	260.00	(260.00)
0.00	140.00	(140.00)	7062-000000 - Transportation - Mileage Expense	0.00	260.00	(260.00)
86.52	280.00	(193.48)	Total Division Director	86.52	520.00	(433.48)
86.52	280.00	(193.48)	Area Director	86.52	520.00	(433.48)
0.00	0.00	0.00	Total Area Director	86.52	520.00	(433.48)
934.52	0.00	934.52	IPDD	670.00	0.00	670.00
0.00	0.00	0.00	7056-000000 - Convention Registration Fees Expense	934.52	800.00	134.52
0.00	0.00	0.00	7058-000000 - Lodging Expense	0.00	400.00	(400.00)
0.00	0.00	0.00	7060-000000 - Transportation - Airfare Expense	44.66	40.00	4.66
0.00	0.00	0.00	7062-000000 - Transportation - Mileage Expense	0.00	650.00	(650.00)
934.52	0.00	934.52	7068-000000 - Transportation - Other Expense	1,649.18	1,890.00	(240.82)
1,033.04	520.00	513.04	Total IPDD	6,656.29	8,375.00	(1,718.71)
0.00	0.00	0.00	Total Travel Expense	299.74	0.00	299.74
0.00	0.00	0.00	Other Expenses	234.89	235.00	(0.11)
0.00	0.00	0.00	7008-000000 - Promotional Materials	13,901.69	9,174.00	4,727.69
0.00	0.00	0.00	7012-000000 - Supplies & Stationery Expense	271.61	272.00	(0.39)
0.00	0.00	0.00	7016-000000 - Meal Event Expense	1,170.95	0.00	1,170.95
0.00	0.00	0.00	7018-000000 - Decorations Expense	0.00	674.00	(674.00)
0.00	0.00	0.00	7020-000000 - Printing Expense	1,375.00	1,875.00	(500.00)
0.00	0.00	0.00	7022-000000 - Audio Visual Expense	653.16	266.00	387.16
0.00	0.00	0.00	7042-000000 - Outside Contractor Expense	891.37	0.00	891.37
0.00	0.00	0.00	7044-000000 - Postage & Shipping Expense	1,956.85	1,956.85	0.00
391.37	391.37	0.00	7086-000000 - Miscellaneous Expenses	20,755.26	14,452.85	6,302.41
391.37	391.37	0.00	7092-000000 - TI Allocation	60,062.61	71,013.79	(10,951.18)
4,875.93	6,036.37	(1,160.44)	Total Other Expenses	60,062.61	71,013.79	(10,951.18)
(2,981.65)	(3,494.37)	512.72	Total District Expenses	(4,972.32)	(14,332.79)	9,360.47
			Total Net Income			