

INSTRUCTIONS:

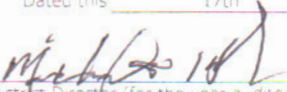
1. Complete all sections on the Narrative tab.
2. Fill in the white cells below with the appropriate information and print out this page.
3. Obtain related signature below. **Electronic signatures are not acceptable.**
4. Distribute monthly reports per Toastmasters International protocol 8.4, to the 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)	(5,743.13)
Year to Date Net Income/(Loss)	(8,293.09)
Total Available Funds	94,615.49

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 was off significantly for the quarter, in part due to club loss, but also in part to clubs losing members. It is expected to increase in 2019 as new member programs are kicked off.

Conference Net Income/(Loss)

There are no conference revenues or expenses to report.

Fundraising Net Income/(Loss)

There were no fundraising activities to report.

TLI Net Income/(Loss)

Expenses are lower than budgeted as TLI was pushed into January. Expect the cost of facilities, food, printing, etc. to rise substantially in January and February and budget to come back into alignment when TLI training starts.

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 are under budget because we had a delay in the ordering of the dues prizes. Those will be reflected in the January budget.

Communications and Public Relations

PR is completing training with Club VPPRs via ZOOM in areas of marketing, social media, and tools that may be helpful and easy to use. PR evaluating several options for advertising and marketing tools. Attended multiple events to promote Toastmasters and bring in more member and club leads. No unexpected expenses were reported. PR is currently under budget by limiting printing and mailing expenses.

Education and Training

Expenses are lower than anticipated due to less E&T activity than planned and the use of free facilities rather than the expected paid facilities for events such as HPL Workshop, Speakers Bureau, etc. Free facilities have started to become unavailable so expect this cost to rise in the new year.

Speech contests

There were no speech contest expenses to report.

Administration

Expenses are running below plan, we have been able to secure lower cost venues and have not incurred the planned expense for website as of yet.

Travel

This is over budget due to a late request for convention in November and the keynote flight outlined in December. Other expenses were in line with projections.

Other Expenses

Other expenses reflect the monthly TI Allocation.

Accrual Template

Instructions:

In columns A, B, C and D, select the account label, reporting code, district flag and currency from the drop-down list in each cell. Type the amount in Column E and a memo describing the expense in Column F.



This template is to be completed for any services and/or merchandise received on or prior to December 31 (Mid-Year) and June 30 (Year-end) but have not been invoiced by the vendor or submitted by the member.

District #: Period:

Account Label	Reporting Code	District Flag	Currency	Amount	Memo
			USD - US Dollar	-	None
Total Accrued Expenses				-	

Sign below for Year-end Accruals Only
I, the undersigned, certify that the outstanding obligation(s) is approved for payment and budgeted for in the 2016-2017 budget.

_____ N/A _____ Date

Outgoing district director

I, the undersigned, certify that I have agreed to pay the accrued expenses for the prior term.

_____ N/A _____ Date

Incoming district director

Inventory Template

Instructions:

Type the product name in Column A and the quantity on hand in Column B. In Column C, select the currency from the drop-down list in each cell. Type the unit price in Column D. In Column F, indicate whether the product was purchased from World Headquarters or a third party by selecting from the drop-down list in each cell. The extended price is automatically calculated in Column E.

This template is to be completed by any district that has inventory remaining from the district book store as of December 31. Inventory items are items intended to be sold by the district.



District #:

Period:

**From from World
Headquarters or third
party?**

Product Name	Quantity on Hand	Currency	Unit Price	Extended Price	From from World Headquarters or third party?
None	0	USD - US Dollar	\$0.00	-	
Total Inventory Value on Hand				-	

Please email this completed Inventory Template to districtfinancialreports@toastmasters.org.