

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)	17,284.06
Year to Date Net Income/(Loss)	8,990.97
Total Available Funds	106,505.29

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 4th day of May



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 Revenue is short by \$5K, the amount of the miss in March. Remedial actions are being taken to contact the clubs that are missing or late in membership payments

Conference Net Income/(Loss)

Through the end of March 2019, conference expenses are to be expected for the May spring conference at the DoubleTree Hotel in Tempe, AZ. The \$5,000 expense was the deposit for the spring conference at the DoubleTree Hotel.

Fundraising Net Income/(Loss)

There were no fundraising activities in District 3.

TLI Net Income/(Loss)

Through the end of March 2019, TLI expenses are within budget except for printing expenses which have exceeded budget by \$951.53

District Store Net Income/(Loss)

There is no district store in District 3.

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

Our quarter three budget was under budget because we haven't order all of our incentive awards. Those will be ordered in quarter 4 to make up for this.

Communications and Public Relations

Still working to schedule an interview with Business Radio X. PR is still seeking a cost analysis (not free) of Canva.com for our clubs' use. D3 may need new retractable banners before the end of the year; working on table runner design for PR, Speakers Bureau, and TLI. The new D3 Podcast should be ready for its first broadcast at Spring Conference. PR has a volunteer for Social Media chair for the remainder of this year and will help manage our social media pages, posts, and interactions. Integration of our Facebook Fan Page with ManyChat was successful.

Education and Training

Through the end of March 2019, education and training expenses are within budget.

Speech contests

Through the end of March 2019, speech contest expenses are within budget.

Administration

Administration expended were lower than expected, however the cost of awards, mostly pins, was higher than expected because no pins were passed on from the previous year, and there was a higher expense for the new pins for Pathways.

Travel

Travel was lower than planned due mostly to having only two members of the Trio travel for mid-year training

Other Expenses

Other expenses include the monthly TI Allocation.