

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)	16,072.80
Year to Date Net Income/(Loss)	(2,549.96)
Total Available Funds	100,173.08

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 _____ 28th _____ day of _____ October _____



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 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

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 for September was below the forecasted target, but this was not unexpected as early dues payment programs resulted in higher than forecast July and August revenues. The membership is slightly lower than target, however, due in part to some unexpected club losses as well as a couple of clubs that ran into issues in getting their dues paid through their corporate sponsor. Membership revenues are expected to remain on target for the year.

Conference Net Income/(Loss)

There were no conference revenue or expenses this quarter. The only expenses shown related to expenses that were moved to the 2017-2018 Toastmasters year based upon the revised Accrual Template.

Fundraising Net Income/(Loss)

There were no fundraising revenues or expenses this quarter.

TLI Net Income/(Loss)

Revenue primarily from the August TLI event at La Casa, expenses related to this and other summer TLI events.

District Store Net Income/(Loss)

District 3 does not have a District Store. There were no related revenues or expenses.

Other Revenue

Other Revenue represents income from the July Jubilee recognition event as well as a payment to offset an accidental double payment.

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

The only major expenses we have had are the incentives for last year and the Smedley incentives for this year (September expense). Dues renewal incentives will be purchased and distributed soon. We are also working on a Membership/Marketing Day and will publicize that once the details are finalized.

Communications and Public Relations

Expenses for Communications and Public Relations include joining Arizona Small Business Association (ASBA) and attending their AZBizCon2018 event. This membership and registration will help us reach more potential members by sharing how our districts membership and leadership can help them improve thier business relationships. Other expenses shown related to expenses that were moved to the 2017-2018 Toastmaters year based upon the revised Accrual Template.

Education and Training

Cost of incentives for DCP Distinguished clubs from year ending June 2018. Additionally, some expense from this fall's DCP incentive. This period we had two Area and Division director training sessions.

Speech contests

There were no speech contest revenues or expenses this quarter.

Administration

Administration expenses include keeping the district in good running order. Primary expenses were awards for last years award winners presented at July Jubilee including Area and Division Directors, Committee Chairs and Outstanding Toastmasters at the Area and Division level. Materials to support our current team of Area and Division Directors. Room rental and AV expenses for July's DEC meeting. Other expenses include standard bank charges and costs associated with keeping the website and registration system running.

Travel

Travel expenses covered the international convention for the District Director, Club Growth Director and Immediate Past District Director.

Other Expenses

Other Expenses includes expenses related to July Jubilee and the monthly TI Allocation from the district reserve.