

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 expenses this month.

Fundraising Net Income/(Loss)

There was no fundraising revenue or expenses this month.

TLI Net Income/(Loss)

There are some expenses related to refunds and TLI wrap up event.

District Store Net Income/(Loss)

There is no District Store, there for, there was no district store revenue or expenses this month.

Other Revenue

There was a duplicate payment made through Concur, one as Out of Pocket, one with the BoA card, this is a reimbursment from the member to offset the Out of Pocket.

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 main expects for the marketing team in September were gift certificates for the Smedley winners. We ended up spending a little more than planned due to ties. Rather than pick a winner, the Trio decided to give prizes to all of the teams that tied.

Communications and Public Relations

The Public Relations team attended the Arizona Small Business Association's (ASBA) AZBizCon2018 event. This registration helped us reach more potential members by sharing how our districts membership and leadership can help them improve thier business relationships.

Education and Training

Expenses are related to incentives for DCP recognition from the 2017-2018 Toastmasters year, along with expenses for this falls DCP incentive. Materials were purchased for the ET subcommittees including Youth Leadership and High Performance Leadership.

Speech contests

There were no speech contest expenses this month.

Administration

Awards were purchased for the Area and Division Outstanding Toastmasters of the Year. Futher badges, pens and ribbons were purchased for the Area and Division directors along with committee chairs.

Travel

Travel expense are related to the District Director, Club Growth Director attending District Leader Training and the International Convention. There are also expenses for the Immediate Past District Director to attend the International Convention.

Other Expenses

Other expenses include some late payments related to July Jubilee as well as the monthly TI Allocation.

District 3
Balance Sheet (in USD)

07/01/2018 Through 09/30/2018

	Actual
Assets	
Current Assets	
Cash and Cash Equivalents	123,655.27
Prepaid Expenses	1,999.00
Total Current Assets	125,654.27
Total Assets	\$ 125,654.27
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)	(2,549.96)
Total Stockholders Equity	125,594.65
Total Liabilities and Equity	\$ 125,654.27

District 3
Available Funds (in USD)
Month Ending 09/30/2018

Available Funds

Cash & District Reserve	
Cash	
Cash - Bank of America (6622)	12,836.47
Total Cash	<u>12,836.47</u>
District Reserve	<u>110,818.80</u>
Total Cash & District Reserve	<u>123,655.27</u>
Minimum District Reserve Required at Year End	<u>(23,482.19)</u>
Total Available Funds	<u><u>100,173.08</u></u>

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

Month Ending 09/30/2018			07/01/2018 Through 09/30/2018		
Actual	Budget	Variance	Actual	Budget	Variance
			District Revenue		
31,107.04	0.00	31,107.04	Membership Revenue	36,142.53	0.00
63.00	0.00	63.00	TLI Revenue	3,629.00	0.00
67.84	0.00	67.84	Other Revenue	7,882.84	0.00
<u>31,237.88</u>	<u>0.00</u>	<u>31,237.88</u>	Total District Revenue	<u>47,654.37</u>	<u>0.00</u>
			District Expenses		
(292.01)	0.00	(292.01)	Conference Expenses	(292.01)	0.00
740.13	0.00	740.13	TLI Expenses	6,739.85	0.00
5,020.64	0.00	5,020.64	Marketing Expense	5,307.53	0.00
407.11	0.00	407.11	Communications & PR Expenses	657.11	0.00
1,799.47	0.00	1,799.47	Education & Training Expense	2,711.03	0.00
2,197.69	0.00	2,197.69	Administration Expenses	9,485.05	0.00
4,205.01	0.00	4,205.01	Travel Expense	5,623.25	0.00
1,087.04	0.00	1,087.04	Other Expenses	19,972.52	0.00
<u>15,165.08</u>	<u>0.00</u>	<u>15,165.08</u>	Total District Expenses	<u>50,204.33</u>	<u>0.00</u>
<u>16,072.80</u>	<u>0.00</u>	<u>16,072.80</u>	Total Net Income	<u>(2,549.96)</u>	<u>0.00</u>

**District 3
Receipts Register (09/01/2018 - 09/30/2018)**

Receipt date	Customer	Payment method	Transaction number	Trans- action date	Txn cur- rency	Txn amount	Amount (USD)	Amou- nt ap- plied (USD)	De- posited on	Bank ac- count
09/24/2018	C-00002409--Miscellaneous Income	Check		09/24/2018	USD	67.84	67.84	67.84	09/24/2018	6622 Check- ing
		Total					<u>67.84</u>	<u>67.84</u>		

District 3 Bills Register (09/01/2018 - 09/30/2018)

Date	Vendor	Bill#/Adj#	Due date	Descr	Curr	Trans. amount	Base amount(USD)	Amount paid (USD)
09/01/2018	V- 00032042--Kimb erly Humphreys		09/01/2018		USD	84.85	84.85	84.85
09/01/2018	V- 00024233--Geoff Mullen		09/01/2018		USD	(7.00)	(7.00)	(7.00)
09/01/2018	V- 00029633--Brian Lee		09/01/2018		USD	(7.00)	(7.00)	(7.00)
09/01/2018	V- 00029629--Justin Barclay		09/01/2018		USD	(7.00)	(7.00)	(7.00)
09/01/2018	V-00029628--Liz Foglesong		09/01/2018		USD	(7.00)	(7.00)	(7.00)
09/01/2018	V- 00028074--Luke Honor Guard		09/01/2018	7541	USD	(100.00)	(100.00)	(100.00)
09/01/2018	V- 00026244--Leadi ng Articulate An- chors		09/01/2018		USD	(14.00)	(14.00)	(14.00)
09/01/2018	V- 00026241--Soget iMasters		09/01/2018		USD	(14.00)	(14.00)	(14.00)
09/01/2018	V- 00027541--Thom as Mundar		09/01/2018		USD	(7.00)	(7.00)	(7.00)
09/01/2018	V- 00028074--Luke Honor Guard		09/01/2018		USD	(100.00)	(100.00)	(100.00)
09/01/2018	V- 00026473--Cathe rine Hoffman		09/01/2018		USD	(92.01)	(92.01)	(92.01)
09/04/2018	V- 00000305--Bank Card Merchant Fees		09/04/2018		USD	87.18	87.18	87.18
09/06/2018	V- 00000311--Hostg ator.Com		09/06/2018		USD	203.40	203.40	203.40
09/06/2018	V- 00031406--UPS Store		09/06/2018		USD	395.93	395.93	395.93
09/08/2018	V- 00032763--Temp e History Mu- seum		09/08/2018		USD	390.00	390.00	390.00
09/10/2018	V- 00032559--Sams Club		09/10/2018		USD	154.93	154.93	154.93
09/12/2018	V- 00020750--Conc ur Technologies, Inc.		09/12/2018	Trish Black- welder	USD	352.27	352.27	352.27
09/12/2018	V- 00020750--Conc ur Technologies, Inc.		09/12/2018	Michael Holian	USD	151.46	151.46	151.46
09/12/2018	V- 00020750--Conc ur Technologies, Inc.		09/12/2018	Michael Holian	USD	166.22	166.22	166.22
09/12/2018	V- 00020750--Conc ur Technologies, Inc.		09/12/2018	Enid Moore- Cran- shaw	USD	44.66	44.66	44.66
09/12/2018	V- 00032764--Donn a Retegan		09/12/2018		USD	76.45	76.45	76.45

Created on : 10/29/2018

District 3 Bills Register (09/01/2018 - 09/30/2018)

Date	Vendor	Bill#/Adj#	Due date	Descr	Curr	Trans. amount	Base amount(USD)	Amount paid (USD)
09/12/2018	V-00000334--RC Type, Print & Di- rect Mail		09/12/2018		USD	391.50	391.50	391.50
09/12/2018	V- 00032766--Brow n & Bigelow		09/12/2018		USD	299.74	299.74	299.74
09/14/2018	V- 00000333--Unite d States Post Of- fice		09/14/2018		USD	25.00	25.00	25.00
09/14/2018	V- 00000002--Toast masters Interna- tional - WHQ		09/14/2018		USD	726.25	726.25	726.25
09/14/2018	V- 00000324--Amazi ng Awards		09/14/2018		USD	199.33	199.33	199.33
09/15/2018	V- 00020750--Conc ur Technologies, Inc.		09/15/2018	MICHAEL HO- LIAN	USD	4,025.99	4,025.99	4,025.99
09/21/2018	V- 00000002--Toast masters Interna- tional - WHQ		09/21/2018		USD	666.89	666.89	666.89
09/26/2018	V- 00032765--Marie Hannellie Men- doza		09/26/2018		USD	26.42	26.42	26.42
09/28/2018	V- 00000002--Toast masters Interna- tional - WHQ		09/28/2018		USD	6,197.25	6,197.25	6,197.25
Grand total						14,310.71	14,310.71	

District 3 Reconciliation Report

As Of 09/30/2018
Account: Cash - Bank of America (6622)

Statement Ending Balance	13,791.69
Deposits in Transit	0.00
Outstanding Checks and Charges	(955.22)
Adjusted Bank Balance	12,836.47
Book Balance	12,836.47
Adjustments*	0.00
Adjusted Book Balance	12,836.47

Total Checks and Charges Cleared 1,816.24 Total Deposits Cleared 67.84

Deposits

Name	Memo	Date	Doc No	Cleared	In Transit
Miscellaneous Income		09/24/2018		67.84	
Total Deposits				67.84	0.00

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	
Connie Weiss		05/30/2018	7625		38.36
Toastmasters International - WHQ		07/31/2018			391.37
Jessica Yeiter		08/01/2018	7651	7.00	
Geoff Mullen		09/01/2018	Voided - 7291	(7.00)	
SogetiMasters		09/01/2018	Voided - 7356	(14.00)	
Leading Articulate Anchors		09/01/2018	Voided - 7359	(14.00)	
Thomas Mundar		09/01/2018	Voided - 7444	(7.00)	
Catherine Hoffman		09/01/2018	Voided - 7472	(92.01)	
Luke Honor Guard		09/01/2018	Voided - 7473	(100.00)	
Liz Foglesong		09/01/2018	Voided - 7530	(7.00)	
Justin Barclay		09/01/2018	Voided - 7531	(7.00)	
Brian Lee		09/01/2018	Voided - 7535	(7.00)	
Luke Honor Guard	7541	09/01/2018		(100.00)	
Bank Card Merchant Fees		09/04/2018		87.18	
Hostgator.Com		09/06/2018		203.40	
UPS Store		09/06/2018		395.93	
Tempe History Museum		09/08/2018	7654	390.00	
Sams Club		09/10/2018		154.93	
Donna Retegan		09/12/2018	7655	76.45	
Kimberly Humphreys		09/12/2018	7656	84.85	
RC Type, Print & Direct Mail		09/12/2018	7657	391.50	
Brown & Bigelow		09/12/2018	7658		299.74
Amazing Awards		09/14/2018	7659		199.33
United States Post Office		09/14/2018		25.00	
Marie Hannellie Mendoza		09/26/2018	7660		26.42
Total Checks and Charges				1,816.24	955.22

District 3
Reconciliation Report
 As Of 09/30/2018
 Account: District Reserve Receivable

Statement Ending Balance	110,818.80
Deposits in Transit	0.00
Outstanding Checks and Charges	0.00
Adjusted Bank Balance	110,818.80
Book Balance	110,818.80
Adjustments*	0.00
Adjusted Book Balance	110,818.80

Total Checks and Charges Cleared	12,722.36	Total Deposits Cleared	31,107.04
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Deposits

Name	Memo	Date	Doc No	Cleared	In Transit
General Ledger Entry	September 2018 Membership Revenue	09/30/2018		31,107.04	
Total Deposits				31,107.04	0.00

Checks and Charges

Name	Memo	Date	Check No	Cleared	Outstanding
Toastmasters International - WHQ		09/14/2018		726.25	
Concur Technologies, Inc.	BoA Aug 2018	09/15/2018		4,025.99	
Toastmasters International - WHQ		09/21/2018		666.89	
Toastmasters International - WHQ		09/28/2018		6,197.25	
General Ledger Entry	September 2018 Allocation for District Activities to TI	09/30/2018		391.37	
Concur Technologies, Inc.	Sep Concur OOP	09/30/2018		714.61	
Total Checks and Charges				12,722.36	0.00

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

Month Ending 09/30/2018		07/01/2018 Through 09/30/2018	
Actual	Variance	Actual	Variance
District Revenue			
Membership Revenue			
31,107.04	31,107.04	36,142.53	36,142.53
31,107.04	31,107.04	36,142.53	36,142.53
Total Membership Revenue			
TLI Revenue			
Registration & Tickets			
Registration - No Item			
0.00	0.00	3,487.00	3,487.00
6025-000000 - Registration & Ticket Revenue			
0.00	0.00	3,487.00	3,487.00
0.00	0.00	3,487.00	3,487.00
Total Registration - No Item			
Total Registration & Tickets			
Non Registration			
Non Registration			
0.00	0.00	100.00	100.00
6020-000000 - Miscellaneous Income			
63.00	63.00	42.00	42.00
6050-000000 - Refunds - Registration & Tickets			
63.00	63.00	142.00	142.00
63.00	63.00	142.00	142.00
63.00	63.00	142.00	142.00
Total Non Registration			
Total Non Registration			
Total TLI Revenue			
Other Revenue			
67.84	67.84	67.84	67.84
0.00	0.00	7,525.00	7,525.00
6020-000000 - Miscellaneous Income			
6025-000000 - Registration & Ticket Revenue			
0.00	0.00	110.00	110.00
6030-000000 - Sponsorship/Advertising Revenue			
0.00	0.00	180.00	180.00
67.84	67.84	7,882.84	7,882.84
31,237.88	31,237.88	47,654.37	47,654.37
6035-000000 - Raffle Revenue			
Total Other Revenue			
Total District Revenue			
District Expenses			
Conference Expenses			
(92.01)	(92.01)	(92.01)	(92.01)
(200.00)	(200.00)	(200.00)	(200.00)
7018-000000 - Decorations Expense			
7086-000000 - Miscellaneous Expenses			
(292.01)	(292.01)	(292.01)	(292.01)
Total Conference Expenses			
TLI Expenses			
0.00	0.00	104.28	104.28
187.33	187.33	386.54	386.54
7008-000000 - Promotional Materials			
7010-000000 - Awards Expense (Trophies, Plaques, Ribbons & Certificates)			
0.00	0.00	4,945.00	4,945.00
7014-000000 - Room Rental Event Expense			
0.00	0.00	329.24	329.24
0.00	0.00	(840.04)	(840.04)
0.00	0.00	765.94	765.94
391.50	391.50	1,048.89	1,048.89
161.30	161.30	6,739.85	6,739.85
740.13	740.13		
Total TLI Expenses			
Marketing Expense			
Building New Clubs			
17.10	17.10	17.10	17.10
7010-000000 - Awards Expense (Trophies, Plaques, Ribbons & Certificates)			
210.19	210.19	497.08	497.08
227.29	227.29	514.18	514.18
7082-000000 - Incentives			
Total Building New Clubs			
Membership Growth			
4,793.35	4,793.35	4,793.35	4,793.35
4,793.35	4,793.35	4,793.35	4,793.35
5,020.64	5,020.64	5,307.53	5,307.53
7082-000000 - Incentives			
Total Membership Growth			
Total Marketing Expense			
Communications & PR Expenses			

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

Month Ending 09/30/2018		07/01/2018 Through 09/30/2018	
Actual	Variance	Actual	Variance
7.11	7.11	7008-000000 - Promotional Materials	(508.89) (508.89)
0.00	0.00	7030-000000 - Photocopying Expense	516.00 516.00
0.00	0.00	7038-000000 - Dues & Association	250.00 250.00
		Fee Expense	
400.00	400.00	7040-000000 - Trade Show Registration Expense	400.00 400.00
<hr/> 407.11	<hr/> 407.11	Total Communications & PR Expenses	<hr/> 657.11 657.11
		Education & Training Expense	
		Distinguished Clubs	
532.59	532.59	7082-000000 - Incentives	532.59 532.59
<hr/> 532.59	<hr/> 532.59	Total Distinguished Clubs	<hr/> 532.59 532.59
		Training Club Officers	
593.46	593.46	7006-000000 - Educational Materials	593.46 593.46
0.00	0.00	7014-000000 - Room Rental Event Expense	20.00 20.00
352.27	352.27	7020-000000 - Printing Expense	1,192.31 1,192.31
0.00	0.00	7078-000000 - Food Expense	51.52 51.52
<hr/> 945.73	<hr/> 945.73	Total Training Club Officers	<hr/> 1,857.29 1,857.29
		Training Division & Area Governors	
321.15	321.15	7078-000000 - Food Expense	321.15 321.15
<hr/> 321.15	<hr/> 321.15	Total Training Division & Area Governors	<hr/> 321.15 321.15
<hr/> 1,799.47	<hr/> 1,799.47	Total Education & Training Expense	<hr/> 2,711.03 2,711.03
		Administration Expenses	
160.55	160.55	7004-000000 - Badges & Pins	740.14 740.14
624.25	624.25	7008-000000 - Promotional Materials	624.25 624.25
680.89	680.89	7010-000000 - Awards Expense (Trophies, Plaques, Ribbons & Certificates)	4,828.66 4,828.66
5.77	5.77	7012-000000 - Supplies & Stationery Expense	146.76 146.76
390.00	390.00	7014-000000 - Room Rental Event Expense	390.00 390.00
0.00	0.00	7020-000000 - Printing Expense	635.00 635.00
203.40	203.40	7026-000000 - Website Expense	632.65 632.65
0.00	0.00	7030-000000 - Photocopying Expense	78.95 78.95
45.65	45.65	7044-000000 - Postage & Shipping Expense	45.65 45.65
0.00	0.00	7060-000000 - Transportation - Airfare Expense	371.96 371.96
87.18	87.18	7070-000000 - Bank Charges & Credit Card Fee Expense	991.03 991.03
<hr/> 2,197.69	<hr/> 2,197.69	Total Administration Expenses	<hr/> 9,485.05 9,485.05
		Travel Expense	
		District Director	
0.00	0.00	7056-000000 - Convention Registration Fees Expense	125.00 125.00
1,635.41	1,635.41	7058-000000 - Lodging Expense	1,635.41 1,635.41
0.00	0.00	7062-000000 - Transportation - Mileage Expense	23.24 23.24
72.76	72.76	7064-000000 - Transportation - Taxis/Shuttle Expense	72.76 72.76
85.00	85.00	7068-000000 - Transportation - Other Expense	85.00 85.00
133.03	133.03	7078-000000 - Food Expense	133.03 133.03
<hr/> 1,926.20	<hr/> 1,926.20	Total District Director	<hr/> 2,074.44 2,074.44
		Club Growth Director	
0.00	0.00	7056-000000 - Convention Registration Fees Expense	600.00 600.00

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

Month Ending 09/30/2018			07/01/2018 Through 09/30/2018	
Actual	Variance		Actual	Variance
2,234.15	2,234.15	7058-000000 - Lodging Expense	2,234.15	2,234.15
2,234.15	2,234.15	Total CGD	2,834.15	2,834.15
0.00	0.00	IPDD		
44.66	44.66	7056-000000 - Convention Registra- tion Fees Expense	670.00	670.00
44.66	44.66	7062-000000 - Transportation - Mileage Expense	44.66	44.66
44.66	44.66	Total IPDD	714.66	714.66
4,205.01	4,205.01	Total Travel Expense	5,623.25	5,623.25
		Other Expenses		
299.74	299.74	7008-000000 - Promotional Materials	299.74	299.74
0.00	0.00	7012-000000 - Supplies & Stationery Expense	234.89	234.89
0.00	0.00	7016-000000 - Meal Event Expense	13,901.69	13,901.69
0.00	0.00	7018-000000 - Decorations Expense	271.61	271.61
395.93	395.93	7020-000000 - Printing Expense	1,170.95	1,170.95
0.00	0.00	7042-000000 - Outside Contractor Ex- pense	1,375.00	1,375.00
0.00	0.00	7044-000000 - Postage & Shipping Ex- pense	653.16	653.16
0.00	0.00	7086-000000 - Miscellaneous Ex- penses	891.37	891.37
391.37	391.37	7092-000000 - TI Allocation	1,174.11	1,174.11
1,087.04	1,087.04	Total Other Expenses	19,972.52	19,972.52
15,165.08	15,165.08	Total District Expenses	50,204.33	50,204.33
16,072.80	16,072.80	Total Net Income	(2,549.96)	(2,549.96)