



# Finance Manager Report

## District 54 Executive Committee Meeting

August 12, 2023

**Debra K Toohill, DTM**

District 54 Finance Manager – 2022-2023

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### BALANCES

#### District Reserve Statement – as of date: 5/31/2023

The reserve account balance is \$29,133.75

Membership Revenue \$466.95 Year to Date amount is \$16,236.13

District Expenses \$172.67 with YTD \$16,979.31 which includes the \$12,098.99 TI District Reallocation

\* Minimum District Reserve Required at Year End \$4,543.16

#### Bank Statement – as of date: 6/30/2023

The checking account balance is \$2,925.60

Deposits \$0.02

Payments \$2,707.29

\* Uncleared \$93.44, Book Balance: \$2,832.16

### LAST AVAILABLE PROFIT & LOSS STATEMENT

District 54 Profit & Loss Statement (Actual vs. Budget Summary) (in USD)						
Reporting Book:	ACCRUAL					
As of Date:	05/31/2023					
Cost Center:	District 54					
Month Ending 05/31/2023			07/01/2022 - 05/31/2023			
Actual	Budget	Variance		Actual	Budget	Variance
<b>District Revenue</b>						
466.95	390.88	76.07	Membership Revenue	16,236.13	16,089.48	146.65
0.00	0.00	0.00	Conference Revenue	0.00	0.00	0.00
0.00	0.00	0.00	Fundraising Revenue	0.00	0.00	0.00
0.00	0.00	0.00	Education and Training Revenue	0.00	0.00	0.00
0.00	0.00	0.00	District Store Revenue	0.00	0.00	0.00
0.00	0.00	0.00	Speech Contest Revenue	0.00	0.00	0.00
0.02	0.00	0.02	Other Revenue	157.52	0.00	157.52
466.97	390.88	76.09	<b>Total District Revenue</b>	<b>16,393.65</b>	<b>16,089.48</b>	<b>304.17</b>
<b>District Expenses</b>						
68.78	68.63	0.15	TI Allocation Expenses	756.43	754.93	1.50
0.00	0.00	0.00	Conference Expenses	0.00	0.00	0.00
0.00	0.00	0.00	Fundraising Expenses	0.00	0.00	0.00
0.00	0.00	0.00	District Store expense	0.00	0.00	0.00
0.00	150.00	(150.00)	Marketing Outside Toastmasters Expenses	513.41	1,350.00	(836.59)
0.00	0.00	0.00	Recognition Expenses	1,496.77	2,100.00	(603.23)
0.00	1,620.50	(1,620.50)	Club Growth Expenses	0.00	2,470.50	(2,470.50)
0.00	125.00	(125.00)	Public Relations Expenses	0.00	1,380.00	(1,380.00)
0.00	585.00	(585.00)	Education & Training Expenses	223.85	1,632.00	(1,408.15)
0.00	100.00	(100.00)	Speech Contest Expenses	0.00	823.50	(823.50)
0.00	75.00	(75.00)	Administration Expenses	772.20	980.00	(207.80)
103.89	0.00	103.89	Food and Meals Expenses	921.19	1,500.00	(578.81)
0.00	0.00	0.00	Travel Expenses	0.00	275.00	(275.00)
0.00	0.00	0.00	Lodging Expenses	1,640.54	2,227.00	(586.46)
0.00	0.00	0.00	Other Expenses	0.00	0.00	0.00
172.67	2,724.13	(2,551.46)	<b>Total District Expenses</b>	<b>6,324.39</b>	<b>15,492.93</b>	<b>(9,168.54)</b>
<b>294.30</b>	<b>(2,333.25)</b>	<b>2,627.55</b>	<b>Total Net Income</b>	<b>10,069.26</b>	<b>596.55</b>	<b>9,472.71</b>

#### Outstanding items

Checks paid out after 6/30: none.

Concur paid out after 5/31: none. There is a District Order DD \$52.13 for June.

Accrual items: PQD \$1,015.05 – Speech Contests, \$378.27 + \$810.28 – Recognition, \$275.85 – Education and Training.

## TALKING POINTS

The May District Reserve Statement was received on 7/23/2023. April Month End still open. Our District Reserve is reconciled through the end of May. May P&L Statement is included in this report. May Month End still open. The US Bank Account is reconciled through the end of June. Waiting on the June District Reserve Statement to finish up accounting entries for 2022-2023.

The Actual vs Budget variance amounts through 6/30 will need to be explained and submitted to TI WHQ on the Q4 Report.

The Year-End Audit Report with Certification and Narratives is due August 31<sup>st</sup>.

## NEXT ACTION ITEMS

Finish reconciling June accounts after receiving the last District Reserve Statement for 2022-2023.  
Wait for TI WHQ to close out the Q4 months and create final P&L Statements.

Fill out the Accrual Template with final items from PQD, Heather Blase.

Prepare records for Year-End Audit.

## DEADLINES

July 15 – District Signature Form and Bank Signatory Card

August 31 – Year-end Audit Report, Accrual Template

September 30 – Final Budget Due to WHQ

October 31 – Quarter 1 Treasurer’s Report with certification page and narratives

February 15 – Mid-Year Audit Report, Accrual Template

April 30 – Quarter 3 Treasurer’s Report with certification page and narratives

**District Vision**

To end the year with a healthy, dynamic District with 70+ Clubs, all achieving Distinguished or better.

**District Mission**

We build new clubs and support all clubs in achieving excellence.

**Toastmasters Core Values**

Integrity, Respect, Service, Excellence