

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)	<u>(1,240.06)</u>
Year to Date Net Income/(Loss)	<u>(2,713.20)</u>
Total Available Funds	<u>20,805.89</u>

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 6th day of February
Helen J. Robson
District Director (for the year audited)

Amy Moored
District Finance Manager (for the year audited)
Amy Moored, DTM

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 62 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 6th day of February
MJW
Chairman

KRISTAN M. PIERCE
Member

Adam Lu
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).

LYNNE BRADLEY-HORAN
Member

Lynne M Bradley-Horan
Member

District 62
Profit & Loss (Actual vs. Budget Summary) (in USD)

Month Ending 12/31/2018			07/01/2018 Through 12/31/2018		
Actual	Budget	Variance	Actual	Budget	Variance
District Revenue			District Revenue		
352.52	391.00	(38.48)	14,366.51	16,225.00	(1,858.49)
0.00	0.00	0.00	514.00	514.00	0.00
0.00	0.00	0.00	(95.00)	(95.00)	0.00
<u>352.52</u>	<u>391.00</u>	<u>(38.48)</u>	<u>14,785.51</u>	<u>16,644.00</u>	<u>(1,858.49)</u>
District Expenses			District Expenses		
0.00	0.00	0.00	18.55	0.00	18.55
0.00	0.00	0.00	790.00	1,441.22	(651.22)
81.25	0.00	81.25	513.96	218.55	295.41
306.15	1,500.00	(1,193.85)	794.85	3,872.99	(3,078.14)
0.00	440.00	(440.00)	398.82	2,958.82	(2,560.00)
0.00	356.00	(356.00)	963.40	1,464.16	(500.76)
0.00	480.00	(480.00)	1,155.13	2,031.00	(875.87)
319.67	175.00	144.67	1,264.77	1,312.86	(48.09)
749.21	810.00	(60.79)	10,781.43	12,328.21	(1,546.78)
136.30	136.30	0.00	817.80	817.80	0.00
<u>1,592.58</u>	<u>3,897.30</u>	<u>(2,304.72)</u>	<u>17,498.71</u>	<u>26,445.61</u>	<u>(8,946.90)</u>
<u>(1,240.06)</u>	<u>(3,506.30)</u>	<u>2,266.24</u>	<u>(2,713.20)</u>	<u>(9,801.61)</u>	<u>7,088.41</u>
Total Net Income			Total Net Income		

District 62
Available Funds (in USD)
Month Ending 12/31/2018

Available Funds	
Cash & District Reserve	
Cash	
Cash - PNC (0056)	12,324.82
Total Cash	12,324.82
District Reserve	16,659.02
Total Cash & District Reserve	28,983.84
Minimum District Reserve Required at Year End	(8,177.95)
Total Available Funds	20,805.89

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 through December is under budget by \$1,858. To date, District 62 only has 80 paid clubs compared to the base of 88 clubs. Many clubs are experiencing drops in membership. The district is continually looking at ways to increase membership (promoting the use of meetup and engaging more members as club coaches).

Conference Net Income/(Loss)

No conference expenses have been budgeted YTD through December, as the contest will be held in Spring 2019. YTD, we are over budget \$18.55 in conference expenses due to an item paid in July 2018 for last year's conference.

Fundraising Net Income/(Loss)

No fundraising activities have been budgeted or held through December 31, 2018.

TLI Net Income/(Loss)

No TLIs were held in December. In July-August, 4 TLIs were held. No unexpected revenues or expenses were incurred. District 62 does not charge for their TLI events. The budget was created assuming a \$5 per attendee cost at the TLIs. Attendance was estimated based on the number of officers to be trained in the District. This category is under budget by \$651. This is the result of some of the expenses being posted to the Education/Training category in error. An adjustment will be requested to TI Finance, but will not post until January 2019. This category will be at budget after the adjustment is posted.

District Store Net Income/(Loss)

District Store Revenue actual and budget were \$514. The bookstore has not been at any events since the summer TLIs. District Store Expenses were \$514 versus the budget of \$219, resulting in an expense overage of approximately \$295. For the year, the District store budget is meant to be a break even. The overage is simply a timing of when the store orders were placed/received.

Other Revenue

There were no unexpected revenues.

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Marketing

There were no events held in December and no unexpected marketing expenses. The District is under budget in marketing expenses through December 2018 by approximately \$3,078. The District budgeted approximately \$3,000 for marketing campaigns. At the time of the budget there were a few options being evaluated - but not yet implemented. The District is refocused on marketing and it is expected that some of this budget will be utilized in the 2nd half of the year. One planned event is an Open House Blitz coordinated with the Talk Up Toastmasters incentive and our District Incentives.

Communications and Public Relations

No events were held in December and there were not any unexpected expenses. The District is under budget by \$2,560 YTD December. The budget was planned for printed promotional materials, expanded use of meetup and the website expenses. The district is heavily promoting the use of meetup sites in the 2nd half of the year and anticipate more of the budget will be used then.

Education and Training

The main educational focus in December was planning for the TLI events that began in January 2019 (January 12, January 19, February 4 and February 7). YTD through December 31, 2018, District 62 is under budget by 501 in this category. A number of incentives have been budgeted in this category, and not yet redeemed (totaling 802.50) contributing to the amount under budget; some recognition items were budgeted totaling \$356, but the expense has not yet been incurred as of Dec 31. Approximately \$660 was posted in this category in error and should be included in the TLI expenses. The misposting will be requested to be moved by TI Finance - but will not be reflected until January 2019 closing.

Speech contests

The main focus in December was to train Area/Division leaders on contest protocol and purchase / distribute the awards to the Area / Division leaders. YTD December, the expenses are less than budgeted by approximately \$875. This is due to delays in receiving the District Level trophies (approx. \$250); engraving has not yet occurred (budgeted at \$480) and differences in the prices paid. The budget was based on the list price and the district received the discount for a large order.

Administration

In December, the main administrative expense was a face to face DEC meeting with refreshments. YTD through December 31, District 62 is under budget by approximately \$50 in this category.

Travel

During December, the main event that travel was incurred for was the December DEC meeting. YTD through December 31, the district was under budget by approximately \$1,550. The underage occurred in the following categories: Trio Meals while at convention were budgeted at \$30 per day per member for 9 days of travel. The amount reimbursed was \$637 less than budgeted. Travel/Mileage for the PQD and CGD was under budget by approximately \$360. In addition, the Area Director travel was under budget by approximately \$400 and the IPDD mileage was under budget by approximately \$225. Main reasons for Area director travel being under budget include carpooling, or visits being within the 50 mile radius of their home thus not

Other Expenses

The only item budgeted is the TI allocation of \$136.30 per month in this category. There is \$0 budget variance.