

INSTRUCTIONS:

1. Complete all sections on the Narrative tab
2. Fill in the white calls 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 B.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>(22,914.94)</u>
Year to Date Net Income/(Loss)	<u>(17,305.14)</u>
Total Available Funds	<u>11,788.69</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 14 day of September

Nelene S. Dotson
District Director (for the year audited)

[Signature]
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 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 16 day of September

Chairman
[Signature]
Member

[Signature]
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).

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District Finance Manager (for the year audited)

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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

District 62 had a loss in clubs and membership payments of approximately 11%; this is consistent with the drop in membership revenue. The district has not been able to consistently add new clubs over the past few year, and many clubs experienced membership loss in 2018-2019.

Conference Net Income/(Loss)

Are the conference expenses in line with what was budgeted? The conference expenses are consistent with the total budgeted expenses (Actual expense=\$13,045 versus \$13,450 budget); however the categories of where the funds were spent varies. Attendance at the conference was lower than planned, contributing to lower meal costs (under budget approximately \$2,754) . However, since the location had not been determined at the time the budget was created, we did not adequately budget the AV costs (Over Budget by \$1,457). The conference lost approximately \$1,800. District 62 budgeted a \$900 loss. The remainder of the loss was due to higher fixed costs (AV) than anticipated, along with lower registration revenue. The loss was minimized

Fundraising Net Income/(Loss)

No fundraising events were held.

TLI Net Income/(Loss)

During June, we held our "Main" summer TLI. We had higher meal expenses than budgeted, \$2854 versus \$2000, due higher attendance (165 versus 130 previous year) and slightly higher food costs per person. Overall TLI costs for the year were within \$600 of budget. The lower expenses and other events, helped offset this cost. We brought in a keynote speaker for the June 29 TLI, so travel expenses were higher than budgeted due to airfare (\$998 vers \$500 budget) and lodging.

District Store Net Income/(Loss)

District Store Net Income/(Loss) was approximately \$1,000 versus the budgeted income of \$800. The main reason for this is that bookstore deposits from the June TLI (held on June 29) were not deposited until the next year. The June TLI deposit was approximately \$1,000, which would make the district store a break-even in 2019. (The income was budgeted due to the anticipate liquidation of inventory due to having fewer items on had because of Pathways conversion.)

Other Revenue

There were no other revenues budgeted or received.

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Marketing

The marketing expenses for the month of June were \$965 versus a budget of \$4,500. The marketing costs for June were incentives being redeemed (\$563) and recognition (\$402). Advertising and event funds that were budgeted did not occur.

Communications and Public Relations

Communication and PR expenses for the month were minimal (\$242 for new leader badges and a \$90 Meet-Up Renewal). The month's expenses were under budget by \$310. During the month, the communication activities included a district newsletter, district wide emails promoting the June 29 TLI and 2 events on June 28 with Sheryl Roush (TLI Keynote). One was for non-Toastmasters and the other was a workshop to use Speechcraft to grow your club. (There were no expenses for these events outside for our keynote's travel.)

Education and Training

The main education / training focus in June was the Area/Division Director Training. The expenses for this were approximately \$2,000 and only \$75 was budgeted for the month. Food cost was higher than previous years, as it was held at a venue that provided free professional space with AV, but food had to be purchased from them. (Approximately \$500 for food and \$225 for set up) The remainder of the spending (approximately \$1200) was on supply items for the training (each director received a HPL packet, Put on a Good Show, Pat Johnson's book and a flash drive with resources) Education /Training for the year was \$342 over budget (\$6,251 versus \$5,909). For the year, the underage came from incentives that were not earned (\$2,600) and offset

Speech contests

No speech contests were held in June, and the only expenses were \$67 reimbursed for food for a contest in a previous month. Overall, contest expenses were \$480 less than budgeted. However, trophies/engraving were higher than anticipated (approximately \$750 over budget) due to different trophies being purchased than planned and higher engraving than in previous years. Audio visual was about \$500 less than budgeted, refreshments (food) were about \$500 less than budget, and supplies was approximately \$225 less than budgeted.

Administration

Only a virtual DEC meeting was held in June, so the only administration expenses were postage and bank fees. Expenses for June were under budget by \$233. Administration expenses for the year were slightly higher than budgeted (\$2,678 versus \$2,337) Bank Fees (over budget \$270) and Postage (over budget by \$103) were the areas where expenses were higher than anticipated.

Travel

During June, travel expenses consisted of our TLI keynote's airfare/lodging along with mileage for new district leader training. Actual Travel expenses for the month were over budget for the month by \$2,800. The majority of that was for the TLI Keynote speaker (\$1,500), the Conference Key Note Speaker (\$350) and the International Director visit lodging (\$405) and nothing was budgeted for the month of June. The remainder of the overage was Area/Division Director mileage (\$600). This overage is due to higher attendance at our incoming District leader training than in prior years. (Attendance included both incoming and outgoing directors to help with knowledge transfer.)

Other Expenses

The only "Other Expense" was the TI allocation of \$1,635. There was no variance from the budget.

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

Month Ending 06/30/2019			07/01/2018 Through 06/30/2019		
Actual	Budget	Variance	Actual	Budget	Variance
			District Revenue		
532.50	631.00	(98.50)	29,696.70	32,712.00	(3,015.30)
0.00	0.00	0.00	11,295.00	12,500.00	(1,205.00)
0.00	1,000.00	(1,000.00)	2,048.00	3,414.00	(1,366.00)
0.00	0.00	0.00	(95.00)	(95.00)	0.00
<u>532.50</u>	<u>1,631.00</u>	<u>(1,098.50)</u>	<u>42,944.70</u>	<u>48,531.00</u>	<u>(5,586.30)</u>
			District Expenses		
12,417.21	0.00	12,417.21	13,044.30	13,450.00	(405.70)
3,301.14	2,400.00	901.14	5,934.01	5,441.22	492.79
110.42	750.00	(639.58)	3,082.60	2,618.55	464.05
964.39	4,500.00	(3,535.61)	2,920.94	13,270.49	(10,349.55)
330.74	640.00	(309.26)	1,359.14	6,198.82	(4,839.68)
2,026.24	75.00	1,951.24	6,251.36	5,909.16	342.20
66.73	0.00	66.73	3,411.02	3,891.00	(479.98)
116.54	350.00	(233.46)	2,678.28	2,337.86	340.42
3,977.73	1,135.00	2,842.73	19,932.59	19,286.01	646.58
136.30	136.30	0.00	1,635.60	1,635.60	0.00
<u>23,447.44</u>	<u>9,986.30</u>	<u>13,461.14</u>	<u>60,249.84</u>	<u>74,038.71</u>	<u>(13,788.87)</u>
<u>(22,914.94)</u>	<u>(8,355.30)</u>	<u>(14,559.64)</u>	<u>(17,305.14)</u>	<u>(25,507.71)</u>	<u>8,202.57</u>
			Total Net Income		

District 62
Available Funds (in USD)
Month Ending 06/30/2019

Available Funds

Cash & District Reserve	
Cash	
Cash - PNC (0056)	7,726.30
Total Cash	<u>7,726.30</u>
District Reserve	<u>12,240.34</u>
Total Cash & District Reserve	<u>19,966.64</u>
Minimum District Reserve Required at Year End	<u>(8,177.95)</u>
Total Available Funds	<u><u>11,788.69</u></u>

District 62
Balance Sheet (in USD)
07/01/2018 Through 06/30/2019

	Actual
Assets	
Current Assets	
Cash and Cash Equivalents	19,966.64
Prepaid Expenses	525.41
Total Current Assets	20,492.05
Fixed Assets, Net	
Fixed Assets	1,591.34
Accumulated Depreciation	1,591.34
Total Fixed Assets, Net	0.00
Total Assets	\$ 20,492.05
Liabilities and Equity	
Liabilities	
Current Liabilities	
Accrued Liabilities	6,715.50
Total Current Liabilities	6,715.50
Total Liabilities	6,715.50
Stockholders Equity	
Net Assets	31,081.69
Net Income (Loss)	(17,305.14)
Total Stockholders Equity	13,776.55
Total Liabilities and Equity	\$ 20,492.05