



TOASTMASTERS INTERNATIONAL
MONTHLY TREASURER'S REPORT - DISTRICT NO.
FOR THE PERIOD SEPTEMBER 1, 2009 - SEPTEMBER 30, 2009
THIS IS THE QUARTERLY REPORT DUE AT WHQ BY NOVEMBER 15TH

		MONTH ACTUAL (1)	Y-T-D ACTUAL (2)	BUDGET (3)
I.	FUNDS AVAILABLE			
<u>Acct.#</u>	A. BALANCE IN DISTRICT RESERVE ACCOUNT AT WHQ:			
120	Beginning of the month/year	9,249.05	13,461.14	13,461.14
	B. FUNDS AVAILABLE FROM WHQ			
400	Add: Membership income	11,038.82	12,015.88	37,798.24
120	Less: Funds requests INPUT NEGATIVE NUMBER	(2,000.00)	(2,000.00)	
120	Less: District orders INPUT NEGATIVE NUMBER	(1,601.40)	(6,790.55)	
120	District reserve balance - End of the month	16,686.47	16,686.47	
	C. RECONCILED BALANCE IN DISTRICT LOCAL BANK ACCOUNTS:			
100	Beginning of the month/year	4,426.29	6,115.22	6,115.22
120	Add: Funds requests	2,000.00	2,000.00	
	D. OTHER INCOME (List specific sources):			
410	1. Fall conference net income (from page 4)	2,970.00	6,625.00	525.00
430	2. Spring conference net income (from page 5)	-	-	525.00
480	3. Interest	-	0.06	-
490	4. Other: 0	-	-	500.00
	0	-	-	N/A
	N/A	-	-	N/A
	Total other income	2,970.00	6,625.06	1,550.00
	TOTAL FUNDS AVAILABLE	26,082.76	31,426.75	58,924.60
	(Adds lines in I.A, I.B, I.C and I.D for columns 1, 2, and 3.)			
II.	EXPENSES:			
600	A. Marketing (from page 2)	559.50	4,073.72	13,700.00
610	B. Communications and public relations (from page 2)	-	-	6,450.00
620	C. Education and training (from page 2)	1,062.75	1,929.00	11,000.00
630	D. Speech contests (from page 2)	-	2,662.95	4,800.00
640	E. Administration (from page 2)	213.90	662.18	800.00
650	F. Travel (from page 3)	982.96	4,084.60	9,200.00
700	G. Other (from page 3)	-	-	1,000.00
	TOTAL EXPENSES	2,819.11	13,412.45	46,950.00
III.	570 LEADERSHIP INSTITUTE (from page 3)	14.93	14.93	2,500.00
IV.	DISTRICT STORE			
450	1. Sales	-	60.20	2,500.00
551	2. Purchases from WHQ (INPUT NEGATIVE NUMBER)	-	-	(2,500.00)
559	3. Other store expenses (INPUT NEGATIVE NUMBER)	-	-	-
	DISTRICT STORE INCOME (LOSS), NET	-	60.20	-
V.	ADJUSTMENT FOR Y-T-D DISTRICT ORDERS	1,601.40	6,790.55	N/A
VI.	EXCESS OF FUNDS AVAILABLE OVER EXPENSES	24,850.12	24,850.12	9,474.60
	(Totals: Sec.I. - Sec.II. - Sec.III. + Sec.IV.)			

A Treasurer's report must be provided to the district governor and Lt. governor within 45 days of month-end, beginning with the July period. Treasurer's reports for the period ending September 30 and for the period ending March 31 must be received at World Headquarters within 45 days of these periods. Toastmasters International policy also requires that a Treasurer's report be presented at every district executive committee and district council meeting.

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VII. DETAIL OF EXPENSES:	<u>MONTH</u> <u>ACTUAL</u>	<u>Y-T-D</u> <u>ACTUAL</u>
<u>Acct.#</u>		
A. 600 Marketing		
601 1. Building new clubs	559.50	1,561.71
602 2. Membership growth		1,255.00
603 3. Club coaches		1,257.01
604 4. Rebuilding		-
605 5. Recognition		-
606 6. Other		-
TOTAL Marketing (goes to page 1, Sec II. A)	559.50	4,073.72
B. 610 Communications and public relations		
611 1. District newsletter		-
612 2. Web page		-
613 3. Directory		-
614 4. Postage		-
615 5. Other		-
TOTAL Communications and public relations (goes to page 1, Sec II. B.)	-	-
C. 620 Education and training		
621 1. Distinguished clubs	95.00	95.00
622 2. Training club officers	733.00	1,377.44
623 3. Training division and area governors	234.75	456.56
624 4. Distinguished areas and divisions		-
625 5. Other		-
TOTAL Education and training (goes to page 1, Sec II. C.)	1,062.75	1,929.00
D. 630 Speech contests		
631 1. Awards and certificates		1,906.70
632 2. Other		756.25
TOTAL Speech contests (goes to page 1, Sec II. D.)	-	2,662.95
E. 640 Administration		
641 1. Stationery		66.50
642 2. Phone		-
643 3. Postage		-
644 4. Website		-
645 5. Other	213.90	595.68
TOTAL Administration (goes to page 1, Sec II. E.)	213.90	662.18

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	MONTH ACTUAL	Y-T-D ACTUAL
VII. DETAIL OF EXPENSES (con't):		
<u>Acct.#</u>		
F. 650 Travel		
651 1. Within district		
652 a. District governor/lt. governor	145.60	389.36
653 b. Division governors	338.88	338.88
654 c. Area governors	204.48	299.26
655 d. Other district officers		-
651 Total travel within district	688.96	1,027.50
660 2. Mid year training (DG & LGS)		
661 a. Transportation		-
662 b. Accommodation/registration		-
660 Total mid year training	-	-
670 3. Regional conference transportation/registration/accommodation		
671 a. District governor elect		-
672 b. Lt. governor-elect		-
673 c. Current district governor		-
674 d. District treasurer		-
675 e. District public relations officer		-
670 Total regional conference expense	-	-
680 4. International convention transportation/registration/accommodation		
681 a. District governor		527.00
682 b. Lt. governor education & training		926.70
683 c. Lt governor marketing	294.00	1,014.00
684 d. Immediate past district governor		589.40
680 Total international convention expense	294.00	3,057.10
650 TOTAL Travel expense (goes to page 1, Section II. F)	982.96	4,084.60
G. 700 Other		
705 a. Equipment purchase		-
710 b. Miscellaneous		-
700 TOTAL Other expenses (goes to page 1, Section II. G)	-	-
VIII. LEADERSHIP INSTITUTE:		
470 Donation basket		-
570 Leadership institute expenses		
571 1. Supplies from WHQ		-
572 2. Other supplies		-
573 3. Program and printing		-
574 4. Audiovisual equipment		-
575 4. Meeting room	14.93	14.93
576 4. Awards, certificates		-
577 4. Postage		-
579 5. Other		-
570 TOTAL LEADERSHIP INSTITUTE (goes to page 1, Sec III.)	14.93	14.93

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			<u>MONTH ACTUAL</u>	<u>Y-T-D ACTUAL</u>
X. SPRING CONFERENCE INCOME AND EXPENSE				
	<u>Acct.#</u>			
430	A. Spring conference income			
431	1. <input type="text"/> Member registrations	at <input type="text"/>	-	-
432	2. <input type="text"/> Spouse / guest registrations	at <input type="text"/>	-	-
433	3. <input type="text"/> Late registrations	at <input type="text"/>	-	-
434	4. <input type="text"/> Luncheon tickets	at <input type="text"/>	-	-
435	5. <input type="text"/> Banquet tickets	at <input type="text"/>	-	-
436	6. <input type="text"/> Speech contest	at <input type="text"/>	-	-
437	7. Other revenue - Raffle		<input type="text"/>	-
438	<input type="text"/> N/A		<input type="text"/>	-
	<input type="text"/> N/A		<input type="text"/>	-
	<input type="text"/> N/A		<input type="text"/>	-
430	TOTAL Spring conference income		-	-
530	B. Spring conference expenses			
531	1. Supplies purchased from TI		<input type="text"/>	-
532	2. Other supplies		<input type="text"/>	-
533	3. Programs and printing		<input type="text"/>	-
534	4. Audiovisual equipment		<input type="text"/>	-
535	5. Hotel / meeting room expenses		<input type="text"/>	-
536	6. Awards, certificates, etc.		<input type="text"/>	-
537	7. Postage		<input type="text"/>	-
538	8. Meal expense		<input type="text"/>	-
539	9. Other		<input type="text"/>	-
	<input type="text"/> N/A		<input type="text"/>	-
	<input type="text"/> N/A		<input type="text"/>	-
	<input type="text"/> N/A		<input type="text"/>	-
530	TOTAL Spring conference expenses		-	-
	NET SPRING CONFERENCE INCOME (LOSS) (A - B)		-	-
	(goes to page 1, Sec I./D. 2.)			

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Following is a brief description/explanation of the actual expenses as compared to what was budgeted. Any variance, positive or negative requires an explanation of what caused the variance. The white rows are not password protected. Users may adjust the white area as necessary by adjusting the row height. Alternatively, a separate sheet may be used. **Each section of this narrative page must be completed in order for this report to be considered complete and counted as received by WHQ.**

Funds available (Section I)

Membership income for 1504 renewals, 149 new members, and 122 charter member dues payments

Marketing (Section II, A)

Building new clubs - 3 new club banners & bags, membership pins;

Communications and public relations (Section II, B)

Education and training (Section II, C)

Distinguished Clubs - DTM Medallions; Club Officer Training - officer pin sets; Area & Division Governor Training - 9/12 DEC Meeting/Training meeting room expenses minus lunch payments

Speech contests (Section II, D)

Administration (Section II, E)

Other - Toastmaster, Area Governor, & Division Governor of the Year Awards

Travel (Section II, F)

DG/LG Travel Within the District - LGM marketing trip to Laredo; Division Governors Within the District - Division G club visits; Area Governors Travel Within the District - Area G club visits (1st half of the year); LGM Travel to International Convention - 1/2 of hotel costs

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Leadership Institute (Section III)

7/24/09 training event meeting room expenses & certificates

District Store Income and Expenses (Section IV)

Fall Conference Net Income (Section I, C, 1)

\$3,160 in registrations minus \$170.00 returned registration checks and related \$20 bank fees

Spring Conference Net Income (Section I, C, 2)

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INSTRUCTIONS:

1. Print out entire monthly treasurer's report including narrative and certification sheet.
2. Sign and date in the white boxed cells. **This certification must be complete in order for the report to be considered received by WHQ.**
3. Send the original to the district governor for signature.
4. Send a copy to the lt. governor.

NOTE:

Submit approved report to World Headquarters
Any one of the following methods is acceptable:
* Scan and email to kvangunst@toastmasters.org
* Fax to 949-858-1207
* Mail to:
Toastmasters International
Attn: Volunteer Support Services
P.O. Box 9052
Mission Viejo, CA 92690

We, the undersigned, certify that this report reflects the financial operations for the period shown above.

<i>Margaret A. Calhoun</i>	10/30/09
District Governor	Date

<i>Tonia L. Norman</i>	10/30/09
District Treasurer	Date