



TOASTMASTERS INTERNATIONAL
MONTHLY TREASURER'S REPORT - DISTRICT NO.
FOR THE PERIOD MAY 1, 2010 - MAY 31, 2010

		<u>MONTH</u> <u>ACTUAL (1)</u>	<u>Y-T-D</u> <u>ACTUAL (2)</u>	<u>BUDGET (3)</u>
I.	FUNDS AVAILABLE			
Acct.#	A. BALANCE IN DISTRICT RESERVE ACCOUNT AT WHQ:			
120	Beginning of the month/year	26,744.32	13,461.14	13,461.14
	B. FUNDS AVAILABLE FROM WHQ			
400	Add: Membership income	1,658.86	39,640.25	37,798.24
120	Less: Funds requests INPUT NEGATIVE NUMBER		(10,000.00)	
120	Less: District orders INPUT NEGATIVE NUMBER	(3,057.85)	(17,756.06)	
120	District reserve balance - End of the month	25,345.33	25,345.33	
	C. RECONCILED BALANCE IN DISTRICT LOCAL BANK ACCOUNTS:			
100	Beginning of the month/year	12,368.56	6,115.22	6,115.22
120	Add: Funds requests	-	10,000.00	
	D. OTHER INCOME (List specific sources):			
410	1. Fall conference net income (from page 4)	(60.51)	(67.13)	525.00
430	2. Spring conference net income (from page 5)	(6,970.09)	1,247.42	525.00
480	3 Interest		0.06	-
490	4. Other: Conference Video Sales Net Proceeds	(69.24)	65.71	500.00
	IBM Donation for Copier & Supplies		1,000.00	N/A
	N/A		-	N/A
	Total other income	(7,099.84)	2,246.06	1,550.00
	TOTAL FUNDS AVAILABLE	30,614.05	43,706.61	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)	1,205.35	10,740.09	13,700.00
610	B. Communications and public relations (from page 2)	24.80	180.80	6,450.00
620	C. Education and training (from page 2)	971.80	3,809.87	11,000.00
630	D. Speech contests (from page 2)	-	5,159.19	4,800.00
640	E. Administration (from page 2)	-	931.71	800.00
650	F. Travel (from page 3)	1,136.93	8,972.15	9,200.00
700	G. Other (from page 3)	-	450.01	1,000.00
	TOTAL EXPENSES	3,338.88	30,243.82	46,950.00
III.	570 LEADERSHIP INSTITUTE (from page 3)	1,609.45	1,649.58	2,500.00
IV.	DISTRICT STORE			
450	1. Sales	1,879.15	3,102.87	2,500.00
551	2. Purchases from WHQ (INPUT NEGATIVE NUMBER)	(417.95)	(2,487.37)	(2,500.00)
559	3. Other store expenses (INPUT NEGATIVE NUMBER)		-	-
	DISTRICT STORE INCOME (LOSS), NET	1,461.20	615.50	-
V.	ADJUSTMENT FOR Y-T-D DISTRICT ORDERS	3,057.85	17,756.06	N/A
VI.	EXCESS OF FUNDS AVAILABLE OVER EXPENSES	30,184.77	30,184.77	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>
Acct.#		
A. 600 Marketing		
601 1. Building new clubs	469.00	3,865.12
602 2. Membership growth	137.85	4,824.32
603 3. Club coaches		1,282.55
604 4. Rebuilding		-
605 5. Recognition	195.00	364.60
606 6. Other	403.50	403.50
TOTAL Marketing (goes to page 1, Sec II. A)	1,205.35	10,740.09
B. 610 Communications and public relations		
611 1. District newsletter		-
612 2. Web page		156.00
613 3. Directory		-
614 4. Postage	24.80	24.80
615 5. Other		-
TOTAL Communications and public relations (goes to page 1, Sec II. B.)	24.80	180.80
C. 620 Education and training		
621 1. Distinguished clubs	825.00	1,137.50
622 2. Training club officers		1,515.72
623 3. Training division and area governors	46.80	998.37
624 4. Distinguished areas and divisions	100.00	100.00
625 5. Other		58.28
TOTAL Education and training (goes to page 1, Sec II. C.)	971.80	3,809.87
D. 630 Speech contests		
631 1. Awards and certificates		4,402.94
632 2. Other		756.25
TOTAL Speech contests (goes to page 1, Sec II. D.)	-	5,159.19
E. 640 Administration		
641 1. Stationery		66.50
642 2. Phone		-
643 3. Postage		7.92
644 4. Website		-
645 5. Other		857.29
TOTAL Administration (goes to page 1, Sec II. E.)	-	931.71

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VII. DETAIL OF EXPENSES (con't):	MONTH ACTUAL	Y-T-D ACTUAL
<u>Acct.#</u>		
F. 650 Travel		
651 1. Within district		
652 a. District governor/lt. governor	60.00	1,136.56
653 b. Division governors	479.97	1,683.61
654 c. Area governors	338.08	1,942.57
655 d. Other district officers	258.88	468.00
651 Total travel within district	1,136.93	5,230.74
660 2. Mid year training (DG & LGS)		
661 a. Transportation	-	51.40
662 b. Accommodation/registration	-	632.91
660 Total mid year training	-	684.31
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	-	1,014.00
684 d. Immediate past district governor	-	589.40
680 Total international convention expense	-	3,057.10
650 TOTAL Travel expense (goes to page 1, Section II. F)	1,136.93	8,972.15
G. 700 Other		
705 a. Equipment purchase	-	450.01
710 b. Miscellaneous	-	-
700 TOTAL Other expenses (goes to page 1, Section II. G)	-	450.01
VIII. LEADERSHIP INSTITUTE:		
470 Donation basket	-	-
570 Leadership institute expenses		
571 1. Supplies from WHQ	-	-
572 2. Other supplies	1,593.85	1,593.85
573 3. Program and printing	15.60	15.60
574 4. Audiovisual equipment	-	-
575 4. Meeting room	-	40.13
576 4. Awards, certificates	-	-
577 4. Postage	-	-
579 5. Other	-	-
570 TOTAL LEADERSHIP INSTITUTE (goes to page 1, Sec III.)	1,609.45	1,649.58

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			<u>MONTH ACTUAL</u>	<u>Y-T-D ACTUAL</u>
IX. FALL CONFERENCE INCOME AND EXPENSE				
<u>Acct.#</u>				
410	A. Fall conference income			
411	1. Member registrations	at 	-	14,155.00
412	2. Spouse / guest registrations	at 	-	(860.00)
413	3. Late registrations	at 	-	480.00
414	4. Luncheon tickets	at 	-	165.00
415	5. Banquet tickets	at 	-	75.00
416	6. Speech contest	at 	-	30.00
417	7. Other revenue - Raffle			-
418	 0			-
	 0			-
	 0			-
410	TOTAL Fall conference income		-	14,045.00
510	B. Fall conference expenses			
511	1. Supplies purchased from TI			-
512	2. Other supplies			244.64
513	3. Programs and printing		21.92	868.03
514	4. Audiovisual equipment			-
515	5. Hotel / meeting room expenses			12,112.45
516	6. Awards, certificates, etc.			159.34
517	7. Postage		2.41	8.12
518	8. Meal expense			-
519	9. Other		36.18	127.54
	 Acteva - Online Credit Card Fees			92.01
	 Deposit for Fall 2010 Conference Facility			500.00
	 N/A			-
510	TOTAL Fall conference expenses		60.51	14,112.13
410	NET FALL CONFERENCE INCOME (LOSS) (A - B)		<u>(60.51)</u>	<u>(67.13)</u>
	(goes to page 1, Sec I./D. 1.)			

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								<u>MONTH</u> <u>ACTUAL</u>	<u>Y-T-D</u> <u>ACTUAL</u>
X. SPRING CONFERENCE INCOME AND EXPENSE									
Acct.#									
430	A.	Spring conference income							
431		1.	1 Member registrations	at	\$246.00			246.00	5,510.00
432		2.	1 Spouse / guest registrations	at	-\$89.00			(89.00)	239.00
433		3.	6 Late registrations	at	\$119.00			714.00	2,950.00
434		4.	2 Luncheon tickets	at	\$30.00			60.00	180.00
435		5.	4 Banquet tickets	at	\$40.00			160.00	520.00
436		6.	15 Speech contest	at	\$15.00			225.00	450.00
437		7.	Other revenue - Raffle						-
438			New Braunfels Club Donation					750.00	775.00
			Basket/Auction Sales					954.00	969.75
									18.00
430		TOTAL Spring conference income						3,020.00	11,611.75
530	B.	Spring conference expenses							
531		1.	Supplies purchased from TI						100.90
532		2.	Other supplies					105.32	105.32
533		3.	Programs and printing					451.69	276.69
534		4.	Audiovisual equipment						-
535		5.	Hotel / meeting room expenses					9,325.97	9,625.97
536		6.	Awards, certificates, etc.					79.01	226.01
537		7.	Postage						-
538		8.	Meal expense						-
539		9.	Other					28.10	28.10
			Acteva Online Fees						1.34
									-
			N/A						-
530		TOTAL Spring conference expenses						9,990.09	10,364.33
NET SPRING CONFERENCE INCOME (LOSS) (A - B)								(6,970.09)	1,247.42
(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 dues for 125 renewals, 123 new members, and 21 charter members. District orders for bookstore, recognition, Summer TLI incentives, training materials for new DEC, and new club banners & pins. Fall Conference net income reflects payment for copies, postage, & gifts for Fall 2009 event. Spring Conference net income represents \$1316.00 in registration income, \$750 donation, \$954 in basket/auction sales minus \$9909.09 in conference expenses. Other income reflects payment of video production costs against previous income.

Marketing (Section II, A)

Building New Clubs - \$469.00 for two new club banners & membership pins; Membership Growth - \$126.75 for stopwatches and gift certificates for Beat the Clock incentives, and \$11.10 for copies; Recognition - \$25 accounting for Fall 2009 conference gift certificate and \$170 for Early Bird Incentive awards (district gift certificates) redeemed in bookstore (and credited as bookstore sales) for clubs submitting renewals early - Spring 2010; Other - \$403.50 for TI Gift Certificates for incentives.

Communications and public relations (Section II, B)

Postage charges by the district governor for mailing district recognition

Education and training (Section II, C)

Distinguished Clubs - \$825.00 accounting for IRS incentive awards (district gift certificates) redeemed in bookstore (and credited as bookstore sales) for clubs achieving distinguished status by 4/15/10; Training Area/Division Governors - "Home of the" banner ribbons for new DEC members; Distinguished Areas/Divisions - \$100 accounting for IRS incentive awards (district gift certificates) redeemed in bookstore (and credited as bookstore sales) for areas achieving distinguished status by 4/15/10

Speech contests (Section II, D)

Administration (Section II, E)

Travel (Section II, F)

Travel within the district - \$1,136.93 in authorized mileage & hotel reimbursements for area governors, division governors, lt. governors, & other district officers to DEC mtgs, DC mtgs, & approved division events

Other (Section II, G)

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Leadership Institute (Section III)

\$1,593.85 in supplies ordered from TI as incentives for TLI participation; \$15.60 for copies

District Store Income and Expenses (Section IV)

The district store recorded \$1,879.15 in sales (\$759.15 in cash/checks and the remainder in district gift certificates accounted as marketing and education & training expenses for Early Bird and IRS incentive awards). The \$417.95 in bookstore orders from TI were to fulfill orders made at the Spring conference for items not in inventory.

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

Fall Conference net income reflects payments of \$60.51 for copies, postage, & gifts for Fall 2009 event.

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

Spring Conference net income represents \$1316.00 in registration income, \$750 donation, \$954 in basket/auction sales minus \$9909.09 in conference expenses. Conference expenses included charges for hotel facilities/meals, copies, printing of programs & agendas (net of related income), registration desk supplies, certificates, and gifts for visiting International Director.

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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.

	6/19/2010
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District Governor

Date

	6/19/2010
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District Treasurer

Date