



**TOASTMASTERS INTERNATIONAL  
MIDYEAR AUDIT REPORT - DISTRICT NO.**

Due at WHQ by February 15, 2010

**THE DECEMBER TREASURER REPORT MUST BE COMPLETED PRIOR TO OPENING THIS FORM**  
**FOR THE PERIOD JULY 1, 2009 - DECEMBER 31, 2009**

		<u>ACTUAL</u>	<u>BUDGET</u>	<u>(OVER) UNDER VARIANCE</u>
<b>I.</b>	<b>FUNDS AVAILABLE</b>			
<b>Acct.#</b>	<b>A. BEGINNING BALANCES:</b>			
<b>120</b>	Balance in district reserve account at WHQ on July 1, 2009	13,461.14	13,461.14	-
<b>100</b>	Reconciled balance in district local bank account(s) on July 1, 2009	<u>6,115.22</u>	<u>6,115.22</u>	-
	<b>TOTAL BEGINNING BALANCE</b>	<b>19,576.36 A</b>	<b>19,576.36 A</b>	<b>- A</b>
	<b>B. ESTIMATED NEW FUNDS AVAILABLE - INCOME:</b>			
<b>400</b>	Add : Membership Income from World Headquarters	20,283.86 B	37,798.24 B	17,514.38 B
	<b>C. OTHER INCOME:</b>			
<b>410</b>	Fall conference net income	493.38	525.00	31.62
<b>430</b>	Spring convention net income	3,376.00	525.00	(2,851.00)
<b>480</b>	Interest	0.06	-	(0.06)
<b>490</b>	Other: <span style="border: 1px solid black; padding: 2px;">Spring Conference Video Sales Net Proceeds</span>	84.95	500.00	415.05
	<span style="border: 1px solid black; padding: 2px;">IBM Donation for Copier &amp; Supplies</span>	1,000.00	N/A	N/A
	<span style="border: 1px solid black; padding: 2px;">N/A</span>	-	N/A	N/A
	<b>Total other income</b>	<b>4,954.39 C</b>	<b>1,550.00 C</b>	<b>(3,404.39) C</b>
	<b>TOTAL FUNDS AVAILABLE (A plus B plus C)</b>	<b>44,814.61 D</b>	<b>58,924.60 D</b>	<b>14,109.99 D</b>
<b>II.</b>	<b>EXPENSES:</b>			
<b>600</b>	A. Marketing	6,643.31	13,700.00	7,056.69
<b>610</b>	B. Communications and public relations	156.00	6,450.00	6,294.00
<b>620</b>	C. Education and training	1,907.78	11,000.00	9,092.22
<b>630</b>	D. Speech contests	3,185.55	4,800.00	1,614.45
<b>640</b>	E. Administration	667.75	800.00	132.25
<b>650</b>	F. Travel	6,669.53	9,200.00	2,530.47
<b>700</b>	G. Other	<u>450.01</u>	<u>1,000.00</u>	<u>549.99</u>
	<b>TOTAL EXPENSES</b>	<b>19,679.93 E</b>	<b>46,950.00 E</b>	<b>27,270.07 E</b>
<b>III.</b>	<b>570 LEADERSHIP INSTITUTE</b>	14.93 F	2,500.00 F	2,485.07 F
<b>IV.</b>	<b>DISTRICT STORE</b>			
<b>450</b>	1. Sales	995.72	2,500.00	1,504.28
<b>551</b>	2. Purchases from WHQ	(1,517.67)	(2,500.00)	(982.33)
<b>559</b>	3. Other store expenses	-	-	-
	<b>DISTRICT STORE INCOME (LOSS), NET</b>	<b>(521.95) G</b>	<b>- G</b>	<b>521.95 G</b>
<b>V.</b>	<b>200 OUTSTANDING BILLS / OBLIGATIONS (Line 8 from page 2)</b>	(65.15) H	N/A H	(65.15) H
<b>VI.</b>	<b>NET FUNDS AVAILABLE AT December 31, 2009 (D - E - F + G + H)</b>	<b><u>24,532.65 I</u></b>	<b><u>9,474.60</u></b>	<b><u>(15,058.05)</u></b>

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**VII. DISTRICT FUNDS ANALYSIS** (district share of membership dues)

	<b>ACTUAL</b>
1. Balance in district reserve account at World Headquarters on July 1, 2009	13,461.14
2. Add: Membership income from WHQ	20,283.86
3. SUB TOTAL	33,745.00
4. DEDUCT: Funds requests from WHQ during July 1 to December 31	(7,000.00)
DEDUCT: Purchases from WHQ during July 1 to December 31	(10,077.22)
5. District reserve account balance on December 31, 2009 ( line 3 minus line 4 ) (This figure must agree with the district reserve statement at December 31, cell O14)	16,667.78

**ANALYSIS OF CASH BALANCE AS OF DECEMBER 31, 2009**

6. Reconciled balance in district local bank account(s) December 31, 2009 (Includes funds in any division, area or other accounts)	7,930.02
7. ADD: Balance in district reserve account at World Headquarters (line 5 above)	16,667.78
8. DEDUCT: Unpaid bills / obligations at December 31 (INPUT NEGATIVE NUMBER)	(65.15)
<b>TOTAL CASH AVAILABLE</b> (agrees with page 1, Sec. VI, line I)	24,532.65

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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 in the first half of the year (representing dues from 2,493 renewals, 567 new members, and 208 charter members) makes up more than half of the total expected for the entire year, so the district is ahead in that area. The Fall Conference netted \$493.38, slightly less than budgeted but still the revenues covered all related expenses for that event. The district has already collected \$3,376 in income for the Spring Conference, which will be used to cover expenses for that event in the second half of the budget year. Interest income derives from the Money Market Account, now closed, with those funds transferred to the main local checking account for district use. The district received net proceeds of \$84.95 for videos during the first half of the year. The district received a donation of \$1,000 for the targeted purpose of purchasing a copier and related supplies.

**Marketing (Section II, A)**

The Marketing expenditures are on track to meet the annual budgeted amounts. The district spent \$3,081.87 on Building New Clubs, \$2,278.89 on Membership Growth (mainly Jack Rabbit Dash and speechcraft materials), and \$1,282.55 on Club Coaches (successful club modules & supplies).

**Communications and public relations (Section II, B)**

To date, the district has only spent \$156.00 in this category (for website service fee). The district leadership has not yet reviewed the final plans for communications and public relations expenditures for the second half of the budget year.

**Education and training (Section II, C)**

The Education and Training expenditures to date are significantly less than half of the annual budget amount for this category. The district spent \$95 on Distinguished Clubs, \$1,377.44 on Club Officer Training, and \$456.56 on Area and Division Governor training. The district plans to spend more of these budgeted funds as incentives for clubs to become Distinguished in the second half of the year.

**Speech contests (Section II, D)**

The district spent more than half of the budgeted amounts for the Speech Contests category for the trophies, contest kits, and engraving for the area, division, and district contests in the first half of the year. The district still has to purchase trophies and contest kits for the second half of the year, which may cause the district to exceed this budgeted line item. The district plans to economize as much as possible to minimize the impact.

**Administration (Section II, E)**

The Administration expenditures represent the purchase of district officer badges, annual awards and engraving, Select Distinguished District banner, stationary, and new checks. The district does not anticipate any significant use of this budget category in the second half of the budget year.

**Travel (Section II, F)**

The district has spent more than half of the amount budgeted for Travel in the first half of the year. The district has spent \$3,087.43 on Travel Within the District (most of which is associated with travel to/from Division G events, including the Fall Conference in Corpus Christi), \$525.00 for Mid-Year Training (registration fees only for Austin event), and \$3,057.10 for International Convention travel for IPDG, DG, LGET, and LGM. The district will need to watch the Travel Within the District spending for the second half of the year to avoid going significantly over this budgeted amount.

**Other (Section II, G)**

With the approval of the District Governor (and Treasurer), the district videographer purchased a new camcorder and memory cards (\$450.01) for use in recording the various district events. The district is on track regarding this budget category.

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**Leadership Institute (Section III)**

The district spent only \$14.93 in this budget category, with most of the club officer training expenses categories under the Education and Training budget. Like that category, however, this budget item is significantly under budget. The district will have two more training events to charge to this budget item during the second half of the budget year.

**District Store Income and Expenses (Section IV)**

The district made a large bookstore inventory purchase in advance of the Fall Conference. This inventory should carry forward for sales at the Spring Conference and at Winter training events. The bookstore made \$995.72 in sales during the first half of the budget year. The district expects the bookstore sales to cover the inventory purchase expenses by the end of the budget year.

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

The district collected \$13,585.00 in registration revenues and \$460.00 in silent auction revenues for the Fall Conference and had \$13,551.62 in expenses, for a net income to the district budget of \$493.38.

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

During the first half of the year, the district collected \$3,376.00 in registration revenues for the Spring Conference, to be used in the second half of the budget year for Spring Conference expenses not yet incurred.

**INSTRUCTIONS:**

1. Print out entire MidYear Treasurer's Report including narrative and certification sheet.
2. Obtain related signature below. **This certification page must be complete in order for the report to be considered received by WHQ.**
3. Mail original signed copy to WHQ, along with December monthly treasurer's report.
4. Due at WHQ by February 15, 2010

**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

**VI. CERTIFICATION**

District:

1. We, the undersigned members of the Audit Committee, have examined the records of District 55 for the six months from July 1, 2009 to December 31, 2009 and believe that this report properly reflects the operation for that period.

Dated this 24 day of January, 2010

Gypsy Ramsey, DTM  
Chairman

Jo Candrell, DTM  
Member

[Signature]  
Member

**NOTE:** Audit committee members cannot be members of the district executive committee (e.g., district governor, lt. governors, immediate past district governor, secretary, treasurer, public relations officer, division governors, area governors. )

2. 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 six months ending December 31, 2009 have been reported to the audit committee for inclusion in Section V of this audit. We further certify that there are no other outstanding district obligations incurred for the period July 1, 2009 to December 31, 2009 .

Dated this 21 day of January, 2010

Margaret G. Cathay  
District Governor (for the year audited)

[Signature]  
District Treasurer (for the year audited)

