



TOASTMASTERS INTERNATIONAL
MONTHLY TREASURER'S REPORT - DISTRICT NO.
FOR THE PERIOD JULY 1, 2009 - JULY 31, 2009

I. FUNDS AVAILABLE	MONTH ACTUAL (1)	Y-T-D ACTUAL (2)	BUDGET (3)
Acct.# A. BALANCE IN DISTRICT RESERVE ACCOUNT AT WHQ:			
120 Beginning of the month/year	13,461.14	13,461.14	13,461.14
B. FUNDS AVAILABLE FROM WHQ			
400 Add: Membership income	519.23	519.23	37,798.24
120 Less: Funds requests INPUT NEGATIVE NUMBER	-	-	
120 Less: District orders INPUT NEGATIVE NUMBER	(5,137.65)	(5,137.65)	
120 District reserve balance - End of the month	8,842.72	8,842.72	
C. RECONCILED BALANCE IN DISTRICT LOCAL BANK ACCOUNTS:			
100 Beginning of the month/year	6,115.22	6,115.22	6,115.22
120 Add: Funds requests	-	-	
D. OTHER INCOME (List specific sources):			
410 1. Fall conference net income (from page 4)	3,570.00	3,570.00	525.00
430 2. Spring conference net income (from page 5)	-	-	525.00
480 3 Interest	0.04	0.04	-
490 4. Other:			500.00
N/A		-	N/A
N/A		-	N/A
Total other income	3,570.04	3,570.04	1,550.00
TOTAL FUNDS AVAILABLE	18,527.98	18,527.98	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)	2,147.77	2,147.77	13,700.00
610 B. Communications and public relations (from page 2)	-	-	6,450.00
620 C. Education and training (from page 2)	726.81	726.81	11,000.00
630 D. Speech contests (from page 2)	2,662.95	2,662.95	4,800.00
640 E. Administration (from page 2)	423.28	423.28	800.00
650 F. Travel (from page 3)	1,915.88	1,915.88	9,200.00
700 G. Other (from page 3)	-	-	1,000.00
TOTAL EXPENSES	7,876.69	7,876.69	46,950.00
III. 570 LEADERSHIP INSTITUTE (from page 3)	-	-	2,500.00
IV. DISTRICT STORE			
450 1. Sales	-	-	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	-	-	-
V. ADJUSTMENT FOR Y-T-D DISTRICT ORDERS	5,137.65	5,137.65	N/A
VI. EXCESS OF FUNDS AVAILABLE OVER EXPENSES	15,788.94	15,788.94	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:	MONTH ACTUAL	Y-T-D ACTUAL
<u>Acct.#</u>		
A. 600 Marketing		
601 1. Building new clubs	961.70	961.70
602 2. Membership growth		-
603 3. Club coaches	1,186.07	1,186.07
604 4. Rebuilding		-
605 5. Recognition		-
606 6. Other		-
TOTAL Marketing (goes to page 1, Sec II. A)	2,147.77	2,147.77
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		-
622 2. Training club officers	605.00	605.00
623 3. Training division and area governors	121.81	121.81
624 4. Distinguished areas and divisions		-
625 5. Other		-
TOTAL Education and training (goes to page 1, Sec II. C.)	726.81	726.81
D. 630 Speech contests		
631 1. Awards and certificates	1,906.70	1,906.70
632 2. Other	756.25	756.25
TOTAL Speech contests (goes to page 1, Sec II. D.)	2,662.95	2,662.95
E. 640 Administration		
641 1. Stationery	66.50	66.50
642 2. Phone		-
643 3. Postage		-
644 4. Website		-
645 5. Other	356.78	356.78
TOTAL Administration (goes to page 1, Sec II. E.)	423.28	423.28

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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		-
653 b. Division governors		-
654 c. Area governors	94.78	94.78
655 d. Other district officers		-
651 Total travel within district	94.78	94.78
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	135.00	135.00
682 b. Lt. governor education & training	534.70	534.70
683 c. Lt governor marketing	720.00	720.00
684 d. Immediate past district governor	431.40	431.40
680 Total international convention expense	1,821.10	1,821.10
650 TOTAL Travel expense (goes to page 1, Section II. F)	1,915.88	1,915.88
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		-
576 4. Awards, certificates		-
577 4. Postage		-
579 5. Other		-
570 TOTAL LEADERSHIP INSTITUTE (goes to page 1, Sec III.)	-	-

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		<u>MONTH</u> <u>ACTUAL</u>	<u>Y-T-D</u> <u>ACTUAL</u>
IX. FALL CONFERENCE INCOME AND EXPENSE			
<u>Acct.#</u>			
410	A. Fall conference income		
411	1. 42 Member registrations	at \$ 85.00	3,570.00
412	2. Spouse / guest registrations	at -	-
413	3. Late registrations	at -	-
414	4. Luncheon tickets	at -	-
415	5. Banquet tickets	at -	-
416	6. Speech contest	at -	-
417	7. Other revenue - Raffle		-
418	N/A		-
	N/A		-
	N/A		-
410	TOTAL Fall conference income	3,570.00	3,570.00
510	B. Fall conference expenses		
511	1. Supplies purchased from TI		-
512	2. Other supplies		-
513	3. Programs and printing		-
514	4. Audiovisual equipment		-
515	5. Hotel / meeting room expenses		-
516	6. Awards, certificates, etc.		-
517	7. Postage		-
518	8. Meal expense		-
519	9. Other		-
	N/A		-
	N/A		-
	N/A		-
510	TOTAL Fall conference expenses	-	-
410	NET FALL CONFERENCE INCOME (LOSS) (A - B)	3,570.00	3,570.00
	(goes to page 1, Sec I./D. 1.)		

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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. Member registrations	at 	-	-
432	2. Spouse / guest registrations	at 	-	-
433	3. Late registrations	at 	-	-
434	4. Luncheon tickets	at 	-	-
435	5. Banquet tickets	at 	-	-
436	6. Speech contest	at 	-	-
437	7. Other revenue - Raffle			-
438				-
				-
				-
430	TOTAL Spring conference income		-	-
530	B. Spring conference expenses			
531	1. Supplies purchased from TI			-
532	2. Other supplies			-
533	3. Programs and printing			-
534	4. Audiovisual equipment			-
535	5. Hotel / meeting room expenses			-
536	6. Awards, certificates, etc.			-
537	7. Postage			-
538	8. Meal expense			-
539	9. Other			-
				-
				-
				-
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)

Monthly membership dues deposited into District Reserve Fund; Fall conference registrations deposited into conference checking account; district orders for contests, club building, and club coaches materials are charged against District Reserve Fund balances and accounted for in expenditure details by category.

Marketing (Section II, A)

Purchase of new club banners, demo kit materials, marketing fliers, effective club meeting supplies (manuals, modules, cards, etc.), and miscellaneous marketing supplies

Communications and public relations (Section II, B)

Education and training (Section II, C)

Purchase of club officer pin sets (incentives for club officer training), training facility costs for DEC meeting (training of area and division governors, net of lunch payment contributions from DEC members)

Speech contests (Section II, D)

Purchase of contest trophies and speech contest kits

Administration (Section II, E)

Purchase of note cards, 4 DEC badges, Select Distinguished District banner, and new checks

Travel (Section II, F)

Area Governor travel within the district; International Convention registration for District Governor, LGET, and LGM; International Convention airfare for LGET, LGM, and Immediate Past District

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Leadership Institute (Section III)

District Store Income and Expenses (Section IV)

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

42 Special Spring Conference rate registrations deposited in July into the Conferences checking account = \$3,570.00; no conferences expenses in July

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.

	
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District Governor

Date

	
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District Treasurer

Date