



**TOASTMASTERS INTERNATIONAL
MONTHLY TREASURER'S REPORT - DISTRICT NO.**

FOR THE PERIOD DECEMBER 1, 2009 - DECEMBER 31, 2009

THIS REPORT MUST BE COMPLETED PRIOR TO OPENING THE MID YEAR AUDIT REPORT

		<u>MONTH ACTUAL (1)</u>	<u>Y-T-D 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	16,276.41	13,461.14	13,461.14
	B. FUNDS AVAILABLE FROM WHQ			
400	Add: Membership income	471.37	20,283.86	37,798.24
120	Less: Funds requests INPUT NEGATIVE NUMBER	-	(7,000.00)	
120	Less: District orders INPUT NEGATIVE NUMBER	(80.00)	(10,077.22)	
120	District reserve balance - End of the month	16,667.78	16,667.78	
	C. RECONCILED BALANCE IN DISTRICT LOCAL BANK ACCOUNTS:			
100	Beginning of the month/year	9,361.82	6,115.22	6,115.22
120	Add: Funds requests	-	7,000.00	
	D. OTHER INCOME (List specific sources):			
410	1. Fall conference net income (from page 4)	(3,714.46)	493.38	525.00
430	2. Spring conference net income (from page 5)	3,376.00	3,376.00	525.00
480	3. Interest	-	0.06	-
490	4. Other: Spring Conference Video Sales Net Proceeds	-	84.95	500.00
	IBM Donation for Copier & Supplies	-	1,000.00	N/A
	N/A	-	-	N/A
	Total other income	(338.46)	4,954.39	1,550.00
	TOTAL FUNDS AVAILABLE	25,691.14	34,737.39	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)	119.55	6,643.31	13,700.00
610	B. Communications and public relations (from page 2)	-	156.00	6,450.00
620	C. Education and training (from page 2)	-	1,907.78	11,000.00
630	D. Speech contests (from page 2)	-	3,185.55	4,800.00
640	E. Administration (from page 2)	-	667.75	800.00
650	F. Travel (from page 3)	603.78	6,669.53	9,200.00
700	G. Other (from page 3)	450.01	450.01	1,000.00
	TOTAL EXPENSES	1,173.34	19,679.93	46,950.00
III.	570 LEADERSHIP INSTITUTE (from page 3)	-	14.93	2,500.00
IV.	DISTRICT STORE			
450	1. Sales	-	995.72	2,500.00
551	2. Purchases from WHQ (INPUT NEGATIVE NUMBER)	-	(1,517.67)	(2,500.00)
559	3. Other store expenses (INPUT NEGATIVE NUMBER)	-	-	-
	DISTRICT STORE INCOME (LOSS), NET	-	(521.95)	-
V.	ADJUSTMENT FOR Y-T-D DISTRICT ORDERS	80.00	10,077.22	N/A
VI.	EXCESS OF FUNDS AVAILABLE OVER EXPENSES	24,597.80	24,597.80	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	119.55	3,081.87
602 2. Membership growth		2,278.89
603 3. Club coaches		1,282.55
604 4. Rebuilding		-
605 5. Recognition		-
606 6. Other		-
TOTAL Marketing (goes to page 1, Sec II. A)	119.55	6,643.31
B. 610 Communications and public relations		
611 1. District newsletter		-
612 2. Web page		156.00
613 3. Directory		-
614 4. Postage		-
615 5. Other		-
TOTAL Communications and public relations (goes to page 1, Sec II. B.)	-	156.00
C. 620 Education and training		
621 1. Distinguished clubs		95.00
622 2. Training club officers		1,377.44
623 3. Training division and area governors		456.56
624 4. Distinguished areas and divisions		-
625 5. Other		(21.22)
TOTAL Education and training (goes to page 1, Sec II. C.)	-	1,907.78
D. 630 Speech contests		
631 1. Awards and certificates		2,429.30
632 2. Other		756.25
TOTAL Speech contests (goes to page 1, Sec II. D.)	-	3,185.55
E. 640 Administration		
641 1. Stationery		66.50
642 2. Phone		-
643 3. Postage		-
644 4. Website		-
645 5. Other		601.25
TOTAL Administration (goes to page 1, Sec II. E.)	-	667.75

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VII. DETAIL OF EXPENSES (con't):	<u>MONTH</u> <u>ACTUAL</u>	<u>Y-T-D</u> <u>ACTUAL</u>
<u>Acct.#</u>		
F. 650 Travel		
651 1. Within district		
652 a. District governor/lt. governor	207.84	1,076.56
653 b. Division governors		844.28
654 c. Area governors	395.94	957.47
655 d. Other district officers		209.12
651 Total travel within district	603.78	3,087.43
660 2. Mid year training (DG & LGS)		
661 a. Transportation		-
662 b. Accommodation/registration		525.00
660 Total mid year training	-	525.00
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)	603.78	6,669.53
G. 700 Other		
705 a. Equipment purchase	450.01	450.01
710 b. Miscellaneous		-
700 TOTAL Other expenses (goes to page 1, Section II. G)	450.01	450.01
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
576 4. Awards, certificates		-
577 4. Postage		-
579 5. Other		-
570 TOTAL LEADERSHIP INSTITUTE (goes to page 1, Sec III.)	-	14.93

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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.	17	Member registrations	at	\$ 100.00		1,700.00	14,155.00	
412	2.	5	Spouse / guest registrations	at	\$ 15.00		75.00	(860.00)	
413	3.	4	Late registrations	at	\$ 120.00		480.00	480.00	
414	4.	1	Luncheon tickets	at	\$ 25.00		25.00	165.00	
415	5.	2	Banquet tickets	at	\$ 45.00		90.00	75.00	
416	6.	2	Speech contest	at	\$ 10.00		20.00	30.00	
417	7.		Other revenue - Raffle					-	
418			N/A					-	
			N/A					-	
			N/A					-	
410	TOTAL Fall conference income							2,390.00	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					846.11	
514	4.		Audiovisual equipment					-	
515	5.		Hotel / meeting room expenses			6,012.45		12,112.45	
516	6.		Awards, certificates, etc.					159.34	
517	7.		Postage					5.71	
518	8.		Meal expense					-	
519	9.		Other					91.36	
			Acteva - Online Credit Card Fees			92.01		92.01	
			N/A					-	
			N/A					-	
510	TOTAL Fall conference expenses							6,104.46	13,551.62
410	NET FALL CONFERENCE INCOME (LOSS) (A - B)							(3,714.46)	493.38
	(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				
Acct.#				
430 A.	Spring conference income			
431	1. 37 Member registrations	at \$89.00	3,293.00	3,293.00
432	2. 1 Spouse / guest registrations	at \$83.00	83.00	83.00
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	N/A			-
	N/A			-
	N/A			-
430	TOTAL Spring conference income		3,376.00	3,376.00
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			-
	N/A			-
	N/A			-
	N/A			-
530	TOTAL Spring conference expenses		-	-
	NET SPRING CONFERENCE INCOME (LOSS) (A - B)		3,376.00	3,376.00
	(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)

December membership income for 30 renewals, 29 new members, and 20 charter members; District order for club banner bags (see Marketing below); Final receipts of Fall Conference income from Acteva online account (net of online fees); final payout of Fall conference hotel bill; deposit of initial Spring conference registrations

Marketing (Section II, A)

New Clubs - 5 new club banner bags, charter frames, postage for new club kit

Communications and public relations (Section II, B)

Education and training (Section II, C)

Speech contests (Section II, D)

Administration (Section II, E)

Travel (Section II, F)

District Governor and 2 Area Governor travel to Corpus Christi to attend required DEC meeting and District Council Meeting

Other (Section II, G)

Equipment Purchase - new district camcorder and memory cards

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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.**

Leadership Institute (Section III)

District Store Income and Expenses (Section IV)

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

Deposit of \$2,297.99 in net income from Acteva for online registrations (\$2,390 in income minus \$92.01 in Acteva credit card service fees); payment of final hotel bill related to the conference meeting rooms & meal expenses

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

Deposit of \$3,376.00 in Spring Conference registrations collected at the Fall Conference (37 X \$89.00 + 1 X \$83) - Note: Registrant will pay the \$6 difference in January 2010

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INSTRUCTIONS:

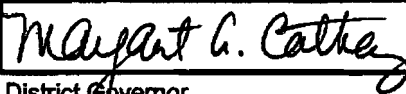
1. Print out entire monthly treasurer's report including narrative and certification sheet.
2. Sign and date in the white boxed cells. **This certification must be complete in order for the report to be considered received by WHQ.**
3. Send the original to the district governor for signature.
4. Send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

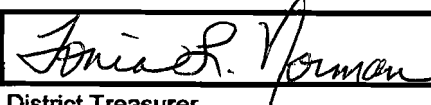
NOTE:

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.

	1/11/2010
District Governor	Date

	1/11/2010
District Treasurer	Date