



**TOASTMASTERS INTERNATIONAL  
YEAR END AUDIT REPORT - DISTRICT NO.**

Due at WHQ by August 31, 2010

**THE JUNE TREASURER REPORT MUST BE COMPLETED PRIOR TO OPENING THIS FORM  
FOR THE PERIOD JULY 1, 2009 - JUNE 30, 2010**

<b>I. FUNDS AVAILABLE</b>		<b>ACTUAL</b>	<b>BUDGET</b>	<b>(OVER) UNDER VARIANCE</b>
<b>Acct.#</b>	<b>A. BEGINNING BALANCES:</b>			
120	Balance in district reserve account at WHQ on July 1, 2009	13,461.14	13,461.14	-
100	Reconciled balance in district local bank account(s) on July 1, 2009	6,115.22	6,115.22	-
	<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>			
400	Add: Membership income from World Headquarters	42,382.90 B	37,798.24 B	(4,584.66) B
	<b>C. OTHER INCOME:</b>			
410	Fall conference net income	432.87	525.00	92.13
430	Spring convention net income	3,725.27	525.00	(3,200.27)
480	Interest	0.06	-	(0.06)
490	Other: Conference Video Sales Net Proceeds	65.71	500.00	434.29
	IBM Donation for Copier & Supplies	1,000.00	N/A	N/A
	N/A	-	N/A	N/A
	<b>Total other income</b>	<b>5,223.91 C</b>	<b>1,550.00 C</b>	<b>(3,673.91) C</b>
	<b>TOTAL FUNDS AVAILABLE (A plus B plus C)</b>	<b>67,183.17 D</b>	<b>58,924.60 D</b>	<b>(8,258.57) D</b>
<b>II. EXPENSES:</b>				
600	A. Marketing	12,922.70	13,700.00	777.30
610	B. Communications and public relations	360.33	6,450.00	6,089.67
620	C. Education and training	9,320.46	11,000.00	1,679.54
630	D. Speech contests	5,159.19	4,800.00	(359.19)
640	E. Administration	943.35	800.00	(143.35)
650	F. Travel	9,611.02	9,200.00	(411.02)
700	G. Other	870.01	1,000.00	129.99
	<b>TOTAL EXPENSES</b>	<b>39,187.06 E</b>	<b>46,950.00 E</b>	<b>7,762.94 E</b>
<b>III. 570 LEADERSHIP INSTITUTE</b>		2,257.40 F	2,500.00 F	242.60 F
<b>IV. DISTRICT STORE:</b>				
450	1. Sales	3,182.87	2,500.00	(682.87)
551	2. Purchases from WHQ	(2,595.62)	(2,500.00)	95.62
559	3. Other store expenses	-	-	-
	<b>DISTRICT STORE INCOME (LOS), NET</b>	<b>587.25 G</b>	<b>- G</b>	<b>(587.25) G</b>
<b>V. 200 OUTSTANDING BILLS / OBLIGATIONS (Line 8 from page 2)</b>		-	N/A	-
<b>VI. NET FUNDS AVAILABLE AT JUNE 30, 2010</b>	<b>(D - E - F + G + H)</b>	<b>26,325.96 I</b>	<b>9,474.60</b>	<b>(16,851.36)</b>

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**VII. DISTRICT FUNDS ANALYSIS** (District share of membership fees)

**ACTUAL**

1. Balance in District Reserve Account at World Headquarters on July 1, 2009	13,461.14
2. Add: Membership income from WHQ	<u>42,382.90</u>
3. SUB TOTAL	55,844.04
4. DEDUCT: Funds requests from WHQ during July 1 to June 30	(12,000.00)
DEDUCT: Purchases from WHQ during July 1 to June 30	<u>(23,170.71)</u>
5. District reserve account Balance on June 30, 2010 ( line 3 minus line 4 ) (This figure must agree with the district reserve statement at June 30, cell O14)	<u><u>20,673.33</u></u>

**ANALYSIS OF CASH BALANCE AS OF June 30, 2010**

6. Reconciled balance in district local bank account(s) June 30, 2010 (Includes funds in any division, area or other accounts)	5,652.63
7. ADD: Balance in district reserve account at World Headquarters (line 5 above)	20,673.33
8. DEDUCT: Unpaid bills / obligations at June 30 (INPUT NEGATIVE NUMBER)	<div style="border: 1px solid black; padding: 2px; display: inline-block;">-</div>
<b>TOTAL CASH AVAILABLE</b> (agrees with page 1, Section VI, line I)	<u><u>26,325.96</u></u>

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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)**

The district exceeded the projected membership income by more than \$4,500 due to increased club building and membership building efforts across the district. The spring 2010 conference netted more than \$3,700 in income due to significant donations, program ads to offset printing costs, and lower than expected conference facilities and meal costs. The district received an unexpected donation of \$1,000 from IBM, but the district was unable to schedule the purchase of the related equipment during this year; the incoming district leadership will budget for this expenditure in 2010-2011. The district experienced repair and replacement costs for the video production equipment and software and video sales did not meet budgeted expectations.

**Marketing (Section II, A)**

The district succeeded in spending the majority of the budgeted amounts for marketing, which resulted in the significant improvements in membership and club building for the district.

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

The district received bids for a website redesign project that exceeded the budgeted amounts, so the district directed the webmaster to work on improving the proposals to bring their costs in line with the budget. This effort is still underway; as a result, the district did not expend the amounts expected in this category during the year. Also, the district decided not to publish a printed district newsletter, opting instead to use electronic mail versions that had minimal costs to the district.

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

The district succeeded in spending the majority of the budgeted amounts for education and training, which has been a challenge for the district in past years.

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

The district exceeded the speech contests budget by \$359.19; however, costs were minimized by having trophy engraving done locally.

**Administration (Section II, E)**

The district exceeded the budget for administration due to unexpected expenditures such as gifts for visiting World Champions and funeral or hospital floral arrangements for district Toastmasters.

**Travel (Section II, F)**

The district exceeded the budget for travel due to unexpected end-of-year travel expenses for the unbudgeted incoming DEC retreat and greater than anticipated mileage travel among Division G governors throughout the year.

**Other (Section II, G)**

The district stayed within the budgeted amount for this budget category, which provided support for the purchase of video equipment and Distinguished District recognition plaques.

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**Leadership Institute (Section III)**

The district stayed within the budgeted amounts for the Leadership Institute for the year. However, most of these expenses are charged for the end-of-year TLI, with very little spent on the mid-year event.

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

The District Store exceeded its budgeted sales target by \$683, mostly attributed to incentive prizes accounted for as marketing and education and training expenses in other parts of the budget.

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

The fall 2009 conference came within \$100 of the anticipated \$500 in net income to the district for income over expenses.

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

The spring 2010 conference netted more than \$3,700 in income due to significant donations, program ads to offset printing costs, and lower than expected conference facilities and meal costs.

**INSTRUCTIONS:**

1. Print out entire Year End Audit Report including narrative and certification sheet.
2. Obtain related signature below. **This certification must be complete in order for the report to be considered received by the WHQ.**
3. Submit approved report to World Headquarters along with June monthly treasurer report  
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
4. Due at WHQ by August 31, 2010

**NOTE:** Electronic signatures are not acceptable

**VI. CERTIFICATION**

**District:**

1. We, the undersigned members of the audit committee, have examined the records of district 55 for the twelve months from July 1, 2009 to June 30, 2010 and believe that this report properly reflects the operation for that period.

Dated this 21 day of August, 2010

Lee Ann Ramsay, DTM  
Chairman

[Signature], DTM  
Member

[Signature], DTM  
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 twelve months ending June 30, 2010 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 2009 to June 30, 2010

Dated this 19<sup>th</sup> day of August, 2010

[Signature]  
District Governor (for the year audited)

[Signature]  
District Treasurer (for the year audited)

