



**TOASTMASTERS INTERNATIONAL**  
**MONTHLY TREASURER'S REPORT - DISTRICT NO.**  
**FOR THE PERIOD NOVEMBER 1, 2009 - NOVEMBER 30, 2009**

I. FUNDS AVAILABLE	MONTH ACTUAL (1)	Y-T-D ACTUAL (2)	BUDGET (3)
<b>Acct.# A. BALANCE IN DISTRICT RESERVE ACCOUNT AT WHQ:</b>			
120 Beginning of the month/year	20,717.46	13,461.14	13,461.14
<b>B. FUNDS AVAILABLE FROM WHQ</b>			
400 Add: Membership income	1,472.20	19,812.49	37,798.24
120 Less: Funds requests INPUT NEGATIVE NUMBER	(5,000.00)	(7,000.00)	
120 Less: District orders INPUT NEGATIVE NUMBER	(913.25)	(9,997.22)	
120 District reserve balance - End of the month	16,276.41	16,276.41	
<b>C. RECONCILED BALANCE IN DISTRICT LOCAL BANK ACCOUNTS:</b>			
100 Beginning of the month/year	9,052.78	6,115.22	6,115.22
120 Add: Funds requests	5,000.00	7,000.00	
<b>D. OTHER INCOME (List specific sources):</b>			
410 1. Fall conference net income (from page 4)	(4,587.16)	4,207.84	525.00
430 2. Spring conference net income (from page 5)	-	-	525.00
480 3 Interest	-	0.06	-
490 4. Other: Spring Conference Video Sales Net Proceeds	84.95	84.95	500.00
IBM Donation for Copier & Supplies	1,000.00	1,000.00	N/A
N/A	-	-	N/A
<b>Total other income</b>	(3,502.21)	5,292.85	1,550.00
<b>TOTAL FUNDS AVAILABLE</b>	26,826.98	34,684.48	58,924.60
(Adds lines in I.A, I.B, I.C and I.D for columns 1, 2, and 3.)			
<b>II. EXPENSES:</b>			
600 A. Marketing (from page 2)	1,334.29	6,523.76	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)	(21.22)	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)	5.57	667.75	800.00
650 F. Travel (from page 3)	1,718.88	6,065.75	9,200.00
700 G. Other (from page 3)	-	-	1,000.00
<b>TOTAL EXPENSES</b>	3,037.52	18,506.59	46,950.00
<b>III. 570 LEADERSHIP INSTITUTE (from page 3)</b>	-	14.93	2,500.00
<b>IV. DISTRICT STORE</b>			
450 1. Sales	935.52	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)	-	-	-
<b>DISTRICT STORE INCOME (LOSS), NET</b>	935.52	(521.95)	-
<b>V. ADJUSTMENT FOR Y-T-D DISTRICT ORDERS</b>	913.25	9,997.22	N/A
<b>VI. EXCESS OF FUNDS AVAILABLE OVER EXPENSES</b>	25,638.23	25,638.23	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>		
<b>A. 600 Marketing</b>		
601 1. Building new clubs	737.36	2,962.32
602 2. Membership growth	571.39	2,278.89
603 3. Club coaches	25.54	1,282.55
604 4. Rebuilding		-
605 5. Recognition		-
606 6. Other		-
TOTAL Marketing (goes to page 1, Sec II. A)	1,334.29	6,523.76
<b>B. 610 Communications and public relations</b>		
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
<b>C. 620 Education and training</b>		
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)	(21.22)
TOTAL Education and training (goes to page 1, Sec II. C.)	(21.22)	1,907.78
<b>D. 630 Speech contests</b>		
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
<b>E. 640 Administration</b>		
641 1. Stationery		66.50
642 2. Phone		-
643 3. Postage		-
644 4. Website		-
645 5. Other	5.57	601.25
TOTAL Administration (goes to page 1, Sec II. E.)	5.57	667.75

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VII. DETAIL OF EXPENSES (con't):	MONTH ACTUAL	Y-T-D ACTUAL
<u>Acct.#</u>		
<b>F. 650 Travel</b>		
651 1. Within district		
652 a. District governor/lt. governor	479.36	868.72
653 b. Division governors	505.40	844.28
654 c. Area governors		561.53
655 d. Other district officers	209.12	209.12
651 Total travel within district	1,193.88	2,483.65
660 2. Mid year training (DG & LGS)		
661 a. Transportation		-
662 b. Accommodation/registration	525.00	525.00
660 Total mid year training	525.00	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)	1,718.88	6,065.75
<b>G. 700 Other</b>		
705 a. Equipment purchase		-
710 b. Miscellaneous		-
700 TOTAL Other expenses (goes to page 1, Section II. G)	-	-
<b>VIII. LEADERSHIP INSTITUTE:</b>		
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>
<b>IX. FALL CONFERENCE INCOME AND EXPENSE</b>				
<u>Acct.#</u>				
<b>410</b>	<b>A. Fall conference income</b>			
<b>411</b>	1. <span style="border: 1px solid black; padding: 2px;">32</span> Member registrations	at \$ 100.00	3,200.00	12,455.00
<b>412</b>	2. <span style="border: 1px solid black; padding: 2px;">5</span> Spouse / guest registrations	at \$ (85.00)	(425.00)	(935.00)
<b>413</b>	3. <span style="border: 1px solid black; padding: 2px;"></span> Late registrations	at	-	-
<b>414</b>	4. <span style="border: 1px solid black; padding: 2px;">8</span> Luncheon tickets	at \$ 10.00	80.00	140.00
<b>415</b>	5. <span style="border: 1px solid black; padding: 2px;">1</span> Banquet tickets	at \$ (15.00)	(15.00)	(15.00)
<b>416</b>	6. <span style="border: 1px solid black; padding: 2px;"></span> Speech contest	at	-	10.00
<b>417</b>	7. Other revenue - Raffle			-
<b>418</b>	<span style="border: 1px solid black; padding: 2px;">N/A</span>			-
	<span style="border: 1px solid black; padding: 2px;">N/A</span>			-
	<span style="border: 1px solid black; padding: 2px;">N/A</span>			-
<b>410</b>	<b>TOTAL Fall conference income</b>		2,840.00	11,655.00
<b>510</b>	<b>B. Fall conference expenses</b>			
<b>511</b>	1. Supplies purchased from TI			-
<b>512</b>	2. Other supplies		244.64	244.64
<b>513</b>	3. Programs and printing		846.11	846.11
<b>514</b>	4. Audiovisual equipment			-
<b>515</b>	5. Hotel / meeting room expenses		6,100.00	6,100.00
<b>516</b>	6. Awards, certificates, etc.		159.34	159.34
<b>517</b>	7. Postage		5.71	5.71
<b>518</b>	8. Meal expense			-
<b>519</b>	9. Other		71.36	91.36
	<span style="border: 1px solid black; padding: 2px;">N/A</span>			-
	<span style="border: 1px solid black; padding: 2px;">N/A</span>			-
	<span style="border: 1px solid black; padding: 2px;">N/A</span>			-
<b>510</b>	<b>TOTAL Fall conference expenses</b>		7,427.16	7,447.16
<b>410</b>	<b>NET FALL CONFERENCE INCOME (LOSS) (A - B)</b>		(4,587.16)	4,207.84
	(goes to page 1, Sec I./D. 1.)			

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			<u>MONTH ACTUAL</u>	<u>Y-T-D ACTUAL</u>
<b>X. SPRING CONFERENCE INCOME AND EXPENSE</b>				
<u>Acct.#</u>				
430	A. Spring conference income			
431	1. <span style="border: 1px solid black; display: inline-block; width: 40px; height: 15px;"></span> Member registrations	at <span style="border: 1px solid black; display: inline-block; width: 40px; height: 15px;"></span>	-	-
432	2. <span style="border: 1px solid black; display: inline-block; width: 40px; height: 15px;"></span> Spouse / guest registrations	at <span style="border: 1px solid black; display: inline-block; width: 40px; height: 15px;"></span>	-	-
433	3. <span style="border: 1px solid black; display: inline-block; width: 40px; height: 15px;"></span> Late registrations	at <span style="border: 1px solid black; display: inline-block; width: 40px; height: 15px;"></span>	-	-
434	4. <span style="border: 1px solid black; display: inline-block; width: 40px; height: 15px;"></span> Luncheon tickets	at <span style="border: 1px solid black; display: inline-block; width: 40px; height: 15px;"></span>	-	-
435	5. <span style="border: 1px solid black; display: inline-block; width: 40px; height: 15px;"></span> Banquet tickets	at <span style="border: 1px solid black; display: inline-block; width: 40px; height: 15px;"></span>	-	-
436	6. <span style="border: 1px solid black; display: inline-block; width: 40px; height: 15px;"></span> Speech contest	at <span style="border: 1px solid black; display: inline-block; width: 40px; height: 15px;"></span>	-	-
437	7. Other revenue - Raffle			-
438	<span style="border: 1px solid black; display: inline-block; width: 150px; height: 15px;"></span>			-
	<span style="border: 1px solid black; display: inline-block; width: 150px; height: 15px;"></span>			-
	<span style="border: 1px solid black; display: inline-block; width: 150px; height: 15px;"></span>			-
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			-
	<span style="border: 1px solid black; display: inline-block; width: 150px; height: 15px;"></span>			-
	<span style="border: 1px solid black; display: inline-block; width: 150px; height: 15px;"></span>			-
	<span style="border: 1px solid black; display: inline-block; width: 150px; height: 15px;"></span>			-
530	TOTAL Spring conference expenses		-	-
<b>NET SPRING CONFERENCE INCOME (LOSS) (A - B)</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)**

113 Renewals, 109 New Members, and 21 Charter members in November; \$84.95 in net proceeds from Spring 2009 conference video sales; \$1,000 Donation from IBM for use on purchase of a copier & related expenses

**Marketing (Section II, A)**

New Clubs - 2 new club banners, 90 membership pins, charter certificate frames; Membership Growth - Speechcraft kits; Jack Rabbit Dash pins, ribbons, packaging, & postage

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

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

Void of Prior Year education & training expense payment check that has not yet cleared the account

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

**Administration (Section II, E)**

IPDG plaque engraving

**Travel (Section II, F)**

LGET travel to Div G contests & DEC/DC meetings in Corpus Christi; LGM travel to DEC/DC/Marketing meetings in Corpus Christi; Division G Governor travel to 9/12/09 DEC meeting, Division L Governor travel to DEC/DC meetings in Corpus Christi; District Treasurer & PRO travel to DEC/DC meetings in Corpus Christi

**Other (Section II, G)**

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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)**

\$935.52 in bookstore income from sales at Fall 2009 Conference

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

Reflects registration income adjusted for 5 full registration refunds (3 "of the Year" awardees, 2 others); 1 Sunday breakfast refund; online registration payments not yet deposited; half of hotel conference costs not yet charged; expenses for decorations, program printing, supplies, miscellaneous awards

**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](mailto: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.

<i>Mayant A. Cathy</i>	12/18/09
District Governor	Date

<i>Lonia S. Norman</i>	12/18/09
District Treasurer	Date