

In the following white cells, include a brief narrative (description/explanation) of the monthly income, revenues and expenses associated with each category of the Treasurer's Report. Explain if the monthly activities aligned or did not align with the district budget and the District Success Plan. A separate sheet may be used. For each of the four Quarter Reports, **all sections of this narrative page must be completed in order for the report to be accepted by World Headquarters.** The questions in the boxes are to help you formulate narratives. Delete the questions, and replace them with your narratives.

**Membership Revenue**

Budgeted membership revenue for July - September 2012 was \$17,275. Year to date membership revenue is \$15,856.50; a shortage of \$1,418.50. New clubs have progressed more slowly toward the chartering process than expected.

**Conference Net Income/(Loss)**

Conference credit card fees were not budgeted. They are passed through the District conference account but paid by the cardholder.

**Fundraising Net Income/(Loss)**

We did not budget for fundraising and did not have any fundraising activities.

**TLI Net Income/(Loss)**

No TLI's were held during this period.

**District Store Net Income/(Loss)**

Bookstore purchases, in preparation for the fall conference, equaled the budgeted amount. Book store credit card fees totaling \$3.23 were not budgeted.

**Other Revenue**

We did not budget for other revenue. Our new district bank accounts were opened in June and earn interest on a quarterly basis. Our interest based on one week of deposit was \$0.04.

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**Marketing**

The focus of marketing is on building new clubs and retaining existing clubs. New clubs chartering during the year will receive a club banner and banner bag. New clubs that submit charter documents and dues to Toastmasters International within 30 days of the demo meeting also receive their choice of a portable lectern or a banner stand. With fewer than expected clubs chartering there have been fewer incentives to hand out. We expect marketing expenses to go up once more clubs charter.

**Communications and Public Relations**

The Women's event scheduled in September was cancelled. Funds allocated to mail a newsletter to members of the district that do not have email have not been used yet.

**Education and Training**

Seventeen club officer training events were held throughout the district in July and August. All but one event location donated training space; leaving us under budget. Much of the budget is allocated for incentives which will be purchased as they are earned. Additionally, photocopying expenses were under budget.

**Speech contests**

Area and Division contest trophies were less expensive than budgeted. District conference expenses were budgeted in September but purchased in October.

**Administration**

Fewer badges than anticipated have been ordered for incoming DEC staff and assistants. The photocopying expense has gone unused to date. Postage and shipping expenses are also under budget.

**Travel**

The Top 3 lodging expenses for the International Convention were not paid as of September 30th. A food expense was budgeted for the Lt Governors but not used. Mileage expenses are under budget.

**Other Expenses**

\$200 per month was budgeted for items incidental items that were not allocated elsewhere on the budget. The only expense in this category so far was for home printing materials.