

INSTRUCTIONS:

1. Complete all sections on the Narrative tab.
2. Fill in the white cells below with the appropriate information and print out this page.
3. Obtain related signature below. **Typed signatures are not acceptable.**
4. Distribute monthly reports per Toastmasters International protocol 8.4, to the District Director, Program Quality Director and Club Growth Director within 30 days after the end of the month.

5. Quarter reports due to World Headquarters:

- * September Report: **October 31**
- * December (Audit) Report: **February 15**
- * March Report: **April 30**
- * June (Audit) Report: **August 31**

6. Submit approved narratives and certification page to World Headquarters by email:

- * Scan and email the PDF to **DistrictFinancialReports@toastmasters.org**

NOTE: This certification form must be complete for the report to be accepted by World Headquarters.

Reserve funds will not be released until World Headquarters receives the completed report.

In Base Currency	USD
Monthly Net Income/(Loss)	<u>(3,208.92)</u>
Year to Date Net Income/(Loss)	<u>13,896.08</u>
Total Available Funds	<u>75,734.96</u>

1. 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 2022-23 term have been reported to the Audit Committee and included in accruals section of this audit. We further certify that there are no other outstanding District obligations incurred for the 2022-23 term.

Dated this 10th day of April

District Director (for the year audited)

District Finance Manager (for the year audited)

Complete only for the Mid-year Report and Year-end Report:

2. We, the undersigned members of the Audit Committee, have examined the records of District 18 for the 2022-23 term in accordance with the Audit Committee Guidelines* and believe that this report properly reflects the operation for that term.

Dated this _____ day of _____

Chairman

Member

Member

* Audit Committee Guidelines are available on the District Finance Corner of the Toastmasters International Website: [HERE](#)

NOTE: Audit Committee members cannot be members of the District Executive Committee (e.g., District Director, Program Quality Director, Club Growth Director, Immediate Past District Director, Admin Manager, Finance Manager, Public Relations Manager, Division Directors, Area Directors).

In the following white cells, include a brief narrative (description/explanation) of the monthly income, revenues and expenses associated with each category of the Profit & Loss 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. If needed please delete the questions, and replace them with your narratives.

Membership Dues Allocation

Please provide some insight on what may have caused the variance between actual vs. budget?

Answer: District 18 received a month-by-month dues allocation estimate in July from World Headquarters. We used these numbers to create our budget, which was approved in September. The actual income we have received has been less. The difference is currently about \$2,000, but in December we received more than the budget. So the variance may decrease over the rest of the year.

Conference Net Income/(Loss)

Are the conference expenses in line with what was budgeted?
Is there any reason to believe the conference may lose money?
Were there any unexpected expenses? Were there any unexpected revenues?
Please provide some insight on what may have caused the variance between actual vs. budget?

Answer: The conference income and expenses vary from what is budgeted. The budget was prepared in September based on previous experience with a live conference. The last live conference was held in 2019. With inflation we have had to scale back our plans. There is a possibility that the conference will lose money but the conference committee is working hard to raise money and sell tickets. We believe the conference will break even. There have not been unexpected income or revenues.

Fundraising Net Income/(Loss)

What events were held this month?
Were these events budgeted?
How will the funds be used?
Please provide some insight on what may have caused the variance between actual vs. budget?

Answer: No fund raising events were held from July-September. We received one unsolicited donation for \$500. We will use it for the conference.

District Store Net Income/(Loss)

Were there any unexpected expenses? Were there any unexpected revenues?
Please provide some insight on what may have caused the variance between actual vs. budget?

Answer: District 18 does not have a store.

Marketing Outside of Toastmasters

What is the main focus for your District this month?

Were there any unexpected expenses?

Please provide some insight on what may have caused the variance between actual vs. budget?

Answer: As of December 31, we had not spent any money on marketing outside toastmasters. Over the next six months, we will spent the money in the budget and no more.

Recognition

What is the main focus for your District this month?

What events were held this month?

Were there any unexpected expenses?

Please provide some insight on what may have caused the variance between actual vs. budget?

Answer: There were no unexpected expenses from July-December. We held TLIs and designated recognition rewards in our budget. We did not spend any of these by December for two reasons. First, we did not have an approved budget until October. Second, most recognition purchases are from the TI store, which was not available. In addition to these, \$4,555 was added to Recognition from the previous Toastmasters years. These factors explain the difference between actual and budget. We will use the funds in this category to purchase trophies and pins in April 2023.

Club Growth

What is the main focus for your District this month?

What events were held this month?

Were there any unexpected expenses?

Please provide some insight on what may have caused the variance between actual vs. budget?

Answer: There were no unexpected expenses from July-December. We held some demo meetings with prospective clubs; no costs were associated with these. As with Recognition, Club Growth budget vs. actual is due to three factors: 1) Not receiving a budget until October; 2) The TI Store was not available; and 3) \$2,865 from the prior Toastmasters year came into the account. We will use the funds in this category to purchase pins in April 2023.

Public Relations

What is the main focus for your District this month?

What events were held this month?

Were there any unexpected expenses?

Please provide some insight on what may have caused the variance between actual vs. budget?

Answer: We did not have PR events that required expenses from July-December. We were unable to spend before we had an approved budget in October. The inavailability of the TI store also made spending less than what was expected.

Education and Training

What is the main focus for your District this month?

What events were held this month?

Were there any unexpected expenses?

Please provide some insight on what may have caused the variance between actual vs. budget?

Answer: For the first half of the year, E&T concentrated on TLIs and leadership training. There were no unexpected expenses. As with Recognition and Club Growth, the budget approval process, inavailability of the TI Store, and funds leftover from the previous Toastmasters year (\$3,000) explain the variance between actual vs. budget.

Speech Contests

What is the main focus for your District this month?

What events were held this month?

Were there any unexpected expenses?

Please provide some insight on what may have caused the variance between actual vs. budget?

Answer: Speech contests began in December. District 18 had no speech contest expenses until later The \$16 difference is money from the previous Toastmasters year.

Administration

What is the main focus for your District this month?

What events were held this month?

Were there any unexpected expenses?

Please provide some insight on what may have caused the variance between actual vs. budget?

Our administration expenses were limited from July-December. There were no unexpected expenses. Most of our administrative expenses will occur in the second half of the year. The monthly amounts do not accurately reflect our administrative expenses. Our primary expenses for administration are related to software renewals, which occur after January.

Food and Meals

What events were held this month?

Were there any unexpected expenses?

Please provide some insight on what may have caused the variance between actual vs. budget?

Answer: For July-December, food and meal expenses were for the Trio when they attended the TI Convention. There were tight restrictions on how much reimbursement could be made; it was about \$30 per day. We complied with these requirements. That explains why the District underspent on food.

Travel

What is the main focus for your District this month?

What events were reimbursed for this month?

Were there any unexpected expenses?

Please provide some insight on what may have caused the variance between actual vs. budget?

Answer: For July-December, the primary travel expenses were for the Trio to attend the TI Convention. The difference between actual vs. budget is likely due to overestimating the cost.

Lodging

What events were reimbursed for this month?

Were there any unexpected expenses?

Please provide some insight on what may have caused the variance between actual vs. budget?

Answer: For July-December, the expenses were for the Trio to attend the TI Convention. The difference was \$187 and reflects a slight underestimate in the budget.