

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: The actual membership dues allocation aligned closely with the budget.

**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 expenses were higher than anticipated. In addition to inflation, we had not conducted a live conference since 2019. Our estimates were therefore not as precise. The conference made a profit of approximately \$1,300. Going forward, we believe our estimates of income and expenses for the 2024 conference will be more accurate.

### **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: Except for the Spring Conference, District 18 did not do any fundraising.

### **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?

We spent very little on this category. We expect to be more in line with budget projections in 2023-2024.

### **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?

This was the largest expense category. We spent about three-fifths of our budget. This is partly due to not receiving materials from the TI store by June 30. Even so, we will underspend but look at this category more closely in 2023-2024.

### **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: The actual amount spent for 2022-2023 is shown as \$191.09 with the budgeted amount as \$4,034. As happened in other categories, our actual expenditures were reduced by TI. In the case of Club Growth, it was around 2,800. Thus, we actually spent close to \$3,000. In addition, there were some orders from the TI Store that have not yet been fulfilled, totaling about \$400.

### **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: As with Marketing Outside Toastmasters, we substantially underspent. We intend to raise our spending in this category in 2023-2024.

### **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: TLIs continue to be online, significantly reducing the spending here. As stated in previous quarters, District 18 received a large sum from TI that showed up as a negative expense in the Actual column.

### **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: There was little variance between actual and budget in this category.

### **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?

Answer: District 18 significantly underspent in this category. In addition to saving money, many expenses listed as administration were applied to other categories.

### **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: We spent approximately half our budget. This is primarily because of per diem limits on how much officers were allowed to charge for the TI convention and mid-year training.

### **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: District 18 spent about five-sixths of our budget. We tried to save on airfare wherever we could.

### **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: District 18 spent somewhat more on lodging than was budgeted. For the TI convention, the DD and PQD shared lodging. Nevertheless, we spent more here than anticipated primarily due to inflation.