



**TOASTMASTERS INTERNATIONAL
MIDYEAR AUDIT REPORT - DISTRICT NO.**

Due at WHQ by February 15, 2010

THE DECEMBER TREASURER REPORT MUST BE COMPLETED PRIOR TO OPENING THIS FORM
FOR THE PERIOD JULY 1, 2009 - DECEMBER 31, 2009

		<u>ACTUAL</u>	<u>BUDGET</u>	<u>(OVER) UNDER VARIANCE</u>
I.	FUNDS AVAILABLE			
Acct.#	A. BEGINNING BALANCES:			
120	Balance in district reserve account at WHQ on July 1, 2009	14,425.12	14,425.12	-
100	Reconciled balance in district local bank account(s) on July 1, 2009	13,981.04	13,981.04	-
	TOTAL BEGINNING BALANCE	<u>28,406.16</u> A	<u>28,406.16</u> A	<u>-</u> A
	B. ESTIMATED NEW FUNDS AVAILABLE - INCOME:			
400	Add : Membership income from World Headquarters	20,181.97 B	42,623.81 B	22,441.84 B
	C. OTHER INCOME:			
410	Fall conference net income	3,144.41	1,118.00	(2,026.41)
430	Spring convention net income	-	2,375.00	2,375.00
480	Interest	21.05	-	(21.05)
490	Other: Bookstore	3,119.45	1800	(1,319.45)
	0	-	N/A	N/A
	N/A	-	N/A	N/A
	Total other income	6,284.91 C	5,293.00 C	(991.91) C
	TOTAL FUNDS AVAILABLE (A plus B plus C)	<u>54,873.04</u> D	<u>76,322.97</u> D	<u>21,449.93</u> D
II.	EXPENSES:			
600	A. Marketing	2,766.33	14,000.00	11,233.67
610	B. Communications and public relations	312.14	6,500.00	6,187.86
620	C. Education and training	4,088.98	13,850.00	9,761.02
630	D. Speech contests	123.11	5,797.00	5,673.89
640	E. Administration	2,278.19	4,900.00	2,621.81
650	F. Travel	5,990.44	19,027.00	13,036.56
700	G. Other	23.99	-	(23.99)
	TOTAL EXPENSES	<u>15,583.18</u> E	<u>64,074.00</u> E	<u>48,490.82</u> E
III.	570 LEADERSHIP INSTITUTE	22.84 F	3,400.00 F	3,377.16 F
IV.	DISTRICT STORE			
450	1. Sales	1,866.70	2,500.00	633.30
551	2. Purchases from WHQ	(1,895.00)	_700.00	#VALUE!
559	3. Other store expenses	-	-	-
	DISTRICT STORE INCOME (LOSS), NET	<u>(28.30)</u> G	<u>2,500.00</u> G	<u>2,528.30</u> G
V.	200 OUTSTANDING BILLS / OBLIGATIONS (Line 8 from page 2)	- H	N/A H	- H
VI.	NET FUNDS AVAILABLE AT December 31, 2009 (D - E - F + G + H)	<u><u>39,238.72</u></u> I	<u><u>11,348.97</u></u>	<u><u>(27,889.75)</u></u>

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VII. DISTRICT FUNDS ANALYSIS (district share of membership dues)

	ACTUAL
1. Balance in district reserve account at World Headquarters on July 1, 2009	14,425.12
2. Add: Membership income from WHQ	20,181.97
3. SUB TOTAL	34,607.09
4. DEDUCT: Funds requests from WHQ during July 1 to December 31	(13,000.00)
DEDUCT: Purchases from WHQ during July 1 to December 31	(3,889.01)
5. District reserve account balance on December 31, 2009 (line 3 minus line 4) (This figure must agree with the district reserve statement at December 31, cell O14)	17,718.08

ANALYSIS OF CASH BALANCE AS OF DECEMBER 31, 2009

6. Reconciled balance in district local bank account(s) December 31, 2009 (Includes funds in any division, area or other accounts)	21,520.64
7. ADD: Balance in district reserve account at World Headquarters (line 5 above)	17,718.08
8. DEDUCT: Unpaid bills / obligations at December 31 (INPUT NEGATIVE NUMBER)	
TOTAL CASH AVAILABLE (agrees with page 1, Sec. VI, line I)	39,238.72

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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)

District Reserve Funds available for beginning and end of month are \$10.00 more than shown on monthly reports due to a recording error. December Year-to-date Actual for Membership Income reads \$3.00 more because of a recording error in October 2009 (amount should read \$17,715.08).

Marketing (Section II, A)

The District budgeted \$14,000 in Marketing expenses for 2009-2010, which is 22% of the total expense budget for the year. As of December 31, 2009, \$2,766.33 was expensed for this line item. Twenty percent of the budgeted amount has been used.

Communications and public relations (Section II, B)

The District budgeted \$6,500 in Communications and PR expenses for 2009-2010, which is 10% of the total expense budget for the year. As of December 31, 2009, \$312.14 was used, which represents approximately five percent of the total budgeted amount for this item.

Education and training (Section II, C)

The District budgeted \$13,850 in Education and Training expenses for 2009-2010, which is 22% of the total expense budget for the year. As of December 31, 2009, \$4,088.98 was used, which represents approximately thirty percent of the total budgeted amount for this item.

Speech contests (Section II, D)

The District budgeted \$5,797 in Speech Contests expenses for 2009-2010, which is 9% of the total expense budget for the year. As of December 31, 2009, \$123.11 was used, which represents approximately two percent of the total budgeted amount for this item.

Administration (Section II, E)

The District budgeted \$4,900 in Administration expenses for 2009-2010, which is 8% of the total expense budget for the year. As of December 31, 2009, \$2,278.19 was used, which represents approximately forty-six percent of the total budgeted amount for this item.

Travel (Section II, F)

The District budgeted \$19,027 in Travel expenses for 2009-2010, which is 30% of the total expense budget for the year. As of December 31, 2009, \$5,990.44 was used, which represents approximately thirty-one percent of the total budgeted amount for this item.

Other (Section II, G)

The District did not budget any dollars for Other. As of December 31, 2009, \$23.99 was used.

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Leadership Institute (Section III)

\$3,400 is budgeted for the Leadership Institute, which will take place during the second half of the fiscal year in January 2010. As of December 31, 2009, \$22.84 was used.

District Store Income and Expenses (Section IV)

District Store realized a net loss of \$28.30 through December 31, 2009. Sales should increase at TLI's and Spring conference.

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

Fall Conference realized net income of \$3,144.41, which resulted in an overage of \$2,026.41 through mid-year. Toastmaster International President visited the fall conference.

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

Spring Conference Net Income remained unchanged at \$2,375.00 through December 31, 2009. The District plans include promoting the conference more aggressively this year.

INSTRUCTIONS:

1. Print out entire MidYear Treasurer's Report including narrative and certification sheet.
2. Obtain related signature below. **This certification page must be complete in order for the report to be considered received by WHQ.**
3. Mail original signed copy to WHQ, **along with December monthly treasurer's report.**
4. Due at WHQ by February 15, 2010

NOTE: Submit approved report to World Headquarters
 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

VI. CERTIFICATION

District:

1. We, the undersigned members of the Audit Committee, have examined the records of District _____ for the six months from July 1, 2009 to December 31, 2009 and believe that this report properly reflects the operation for that period.

Dated this _____ day of _____, _____

Chairman

Member

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 six months ending December 31, 2009 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 1, 2009 to December 31, 2009 .

Dated this _____ day of _____, _____

District Governor (for the year audited)

District Treasurer (for the year audited)

