



**TOASTMASTERS INTERNATIONAL**  
**MONTHLY TREASURER'S REPORT - DISTRICT NO.**  
**FOR THE PERIOD SEPTEMBER 1, 2009 - SEPTEMBER 30, 2009**  
**THIS IS THE QUARTERLY REPORT DUE AT WHQ BY NOVEMBER 15TH**

I. FUNDS AVAILABLE	<u>MONTH ACTUAL (1)</u>	<u>Y-T-D ACTUAL (2)</u>	<u>BUDGET (3)</u>
<b>Acct.#</b> A. BALANCE IN DISTRICT RESERVE ACCOUNT AT WHQ:			
120 Beginning of the month/year	5,428.69	14,425.12	14,425.12
B. FUNDS AVAILABLE FROM WHQ			
400 Add: Membership income	10,331.70	11,073.72	42,623.81
120 Less: Funds requests INPUT NEGATIVE NUMBER		(8,000.00)	
120 Less: District orders INPUT NEGATIVE NUMBER	(2,150.56)	(3,889.01)	
120 District reserve balance - End of the month	13,609.83	13,609.83	
C. RECONCILED BALANCE IN DISTRICT LOCAL BANK ACCOUNTS:			
100 Beginning of the month/year	13,463.69	13,981.04	13,981.04
120 Add: Funds requests	-	8,000.00	
D. OTHER INCOME (List specific sources):			
410 1. Fall conference net income (from page 4)	-	-	1,118.00
430 2. Spring conference net income (from page 5)	-	-	2,375.00
480 3 Interest	4.27	13.24	-
490 4. Other: Bookstore	380.20	2,311.45	1,800.00
0	-	-	N/A
N/A	-	-	N/A
Total other income	384.47	2,324.69	5,293.00
<b>TOTAL FUNDS AVAILABLE</b>	27,457.99	37,915.56	76,322.97
(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)	287.65	2,740.33	14,000.00
610 B. Communications and public relations (from page 2)	80.44	243.74	6,500.00
620 C. Education and training (from page 2)	104.50	3,179.09	13,850.00
630 D. Speech contests (from page 2)	98.00	123.11	5,797.00
640 E. Administration (from page 2)	235.87	1,598.89	4,900.00
650 F. Travel (from page 3)	520.78	4,284.77	19,027.00
700 G. Other (from page 3)	-	23.99	-
<b>TOTAL EXPENSES</b>	1,327.24	12,193.92	64,074.00
<b>III. 570 LEADERSHIP INSTITUTE</b> (from page 3)	-	22.84	3,400.00
<b>IV. DISTRICT STORE</b>			
450 1. Sales	380.20	968.70	2,500.00
551 2. Purchases from WHQ (INPUT NEGATIVE NUMBER)		(1,895.00)	_700.00
559 3. Other store expenses (INPUT NEGATIVE NUMBER)		-	-
<b>DISTRICT STORE INCOME (LOSS), NET</b>	380.20	(926.30)	2,500.00
<b>V. ADJUSTMENT FOR Y-T-D DISTRICT ORDERS</b>	2,150.56	3,889.01	N/A
<b>VI. EXCESS OF FUNDS AVAILABLE OVER EXPENSES</b>	28,661.51	28,661.51	11,348.97
(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	248.15	1,348.40
602 2. Membership growth		203.80
603 3. Club coaches		-
604 4. Rebuilding		-
605 5. Recognition	39.50	1,094.08
606 6. Other		94.05
TOTAL Marketing (goes to page 1, Sec II. A)	287.65	2,740.33
<b>B. 610 Communications and public relations</b>		
611 1. District newsletter		-
612 2. Web page		-
613 3. Directory		-
614 4. Postage	62.65	146.00
615 5. Other	17.79	97.74
TOTAL Communications and public relations (goes to page 1, Sec II. B.)	80.44	243.74
<b>C. 620 Education and training</b>		
621 1. Distinguished clubs		-
622 2. Training club officers		2,609.41
623 3. Training division and area governors	104.50	569.68
624 4. Distinguished areas and divisions		-
625 5. Other		-
TOTAL Education and training (goes to page 1, Sec II. C.)	104.50	3,179.09
<b>D. 630 Speech contests</b>		
631 1. Awards and certificates	98.00	123.11
632 2. Other		-
TOTAL Speech contests (goes to page 1, Sec II. D.)	98.00	123.11
<b>E. 640 Administration</b>		
641 1. Stationery		-
642 2. Phone	79.95	159.90
643 3. Postage	33.46	51.13
644 4. Website		-
645 5. Other	122.46	1,387.86
TOTAL Administration (goes to page 1, Sec II. E.)	235.87	1,598.89

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	<b>MONTH ACTUAL</b>	<b>Y-T-D ACTUAL</b>
<b>VII. DETAIL OF EXPENSES (con't):</b>		
<u>Acct.#</u>		
<b>F. 650 Travel</b>		
651 1. Within district		
652 a. District governor/lt. governor	437.83	2,530.89
653 b. Division governors		232.70
654 c. Area governors	82.95	389.40
655 d. Other district officers		174.78
651 Total travel within district	520.78	3,327.77
660 2. Mid year training (DG & LGS)		
661 a. Transportation		-
662 b. Accommodation/registration		-
660 Total mid year training	-	-
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		15.00
682 b. Lt. governor education & training		392.00
683 c. Lt governor marketing		550.00
684 d. Immediate past district governor		-
680 Total international convention expense	-	957.00
650 TOTAL Travel expense (goes to page 1, Section II. F)	520.78	4,284.77
<b>G. 700 Other</b>		
705 a. Equipment purchase		-
710 b. Miscellaneous		23.99
700 TOTAL Other expenses (goes to page 1, Section II. G)	-	23.99
<b>VIII. LEADERSHIP INSTITUTE:</b>		
470 Donation basket		-
570 Leadership institute expenses		
571 1. Supplies from WHQ		-
572 2. Other supplies		22.84
573 3. Program and printing		-
574 4. Audiovisual equipment		-
575 4. Meeting room		-
576 4. Awards, certificates		-
577 4. Postage		-
579 5. Other		-
570 TOTAL LEADERSHIP INSTITUTE (goes to page 1, Sec III.)	-	22.84

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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>			
410	<b>A. Fall conference income</b>			
411	1. <input type="text"/> Member registrations	at <input type="text"/>	-	-
412	2. <input type="text"/> Spouse / guest registrations	at <input type="text"/>	-	-
413	3. <input type="text"/> Late registrations	at <input type="text"/>	-	-
414	4. <input type="text"/> Luncheon tickets	at <input type="text"/>	-	-
415	5. <input type="text"/> Banquet tickets	at <input type="text"/>	-	-
416	6. <input type="text"/> Speech contest	at <input type="text"/>	-	-
417	7. <input type="text"/> Other revenue - Raffle		<input type="text"/>	-
418	<input type="text"/> Fundraising		<input type="text"/>	-
	<input type="text"/> Club Registrations		<input type="text"/>	-
	<input type="text"/> N/A		<input type="text"/>	-
410	TOTAL Fall conference income		-	-
510	<b>B. Fall conference expenses</b>			
511	1. Supplies purchased from T1		<input type="text"/>	-
512	2. Other supplies		<input type="text"/>	-
513	3. Programs and printing		<input type="text"/>	-
514	4. Audiovisual equipment		<input type="text"/>	-
515	5. Hotel / meeting room expenses		<input type="text"/>	-
516	6. Awards, certificates, etc.		<input type="text"/>	-
517	7. Postage		<input type="text"/>	-
518	8. Meal expense		<input type="text"/>	-
519	9. Other		<input type="text"/>	-
	<input type="text"/> N/A		<input type="text"/>	-
	<input type="text"/> N/A		<input type="text"/>	-
	<input type="text"/> N/A		<input type="text"/>	-
510	TOTAL Fall conference expenses		-	-
410	<b>NET FALL CONFERENCE INCOME (LOSS) (A - B)</b>		-	-
	(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	<b>A. Spring conference income</b>			
431	1. <input style="width: 40px; height: 15px;" type="text"/> Member registrations	at <input style="width: 40px; height: 15px;" type="text"/>	-	-
432	2. <input style="width: 40px; height: 15px;" type="text"/> Spouse / guest registrations	at <input style="width: 40px; height: 15px;" type="text"/>	-	-
433	3. <input style="width: 40px; height: 15px;" type="text"/> Late registrations	at <input style="width: 40px; height: 15px;" type="text"/>	-	-
434	4. <input style="width: 40px; height: 15px;" type="text"/> Luncheon tickets	at <input style="width: 40px; height: 15px;" type="text"/>	-	-
435	5. <input style="width: 40px; height: 15px;" type="text"/> Banquet tickets	at <input style="width: 40px; height: 15px;" type="text"/>	-	-
436	6. <input style="width: 40px; height: 15px;" type="text"/> Speech contest	at <input style="width: 40px; height: 15px;" type="text"/>	-	-
437	7. Other revenue - Raffle		<input style="width: 80px; height: 15px;" type="text"/>	-
438	<input style="width: 280px; height: 15px;" type="text"/> Fundraising		<input style="width: 80px; height: 15px;" type="text"/>	-
	<input style="width: 280px; height: 15px;" type="text"/> Club Registrations		<input style="width: 80px; height: 15px;" type="text"/>	-
	<input style="width: 280px; height: 15px;" type="text"/> N/A		<input style="width: 80px; height: 15px;" type="text"/>	-
430	TOTAL Spring conference income		-	-
530	<b>B. Spring conference expenses</b>			
531	1. Supplies purchased from T1		<input style="width: 80px; height: 15px;" type="text"/>	-
532	2. Other supplies		<input style="width: 80px; height: 15px;" type="text"/>	-
533	3. Programs and printing		<input style="width: 80px; height: 15px;" type="text"/>	-
534	4. Audiovisual equipment		<input style="width: 80px; height: 15px;" type="text"/>	-
535	5. Hotel / meeting room expenses		<input style="width: 80px; height: 15px;" type="text"/>	-
536	6. Awards, certificates, etc.		<input style="width: 80px; height: 15px;" type="text"/>	-
537	7. Postage		<input style="width: 80px; height: 15px;" type="text"/>	-
538	8. Meal expense		<input style="width: 80px; height: 15px;" type="text"/>	-
539	9. Other		<input style="width: 80px; height: 15px;" type="text"/>	-
	<input style="width: 280px; height: 15px;" type="text"/> N/A		<input style="width: 80px; height: 15px;" type="text"/>	-
	<input style="width: 280px; height: 15px;" type="text"/> N/A		<input style="width: 80px; height: 15px;" type="text"/>	-
	<input style="width: 280px; height: 15px;" type="text"/> N/A		<input style="width: 80px; height: 15px;" type="text"/>	-
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)**

The District has not requested additional funds from WHQ. However, it may be necessary to request funds for the upcoming Regional Conference scheduled for November 13-15, 2009. Several Debit Card and Local Bank Transactions are pending clearing.

**Marketing (Section II, A)**

Marketing has slightly increased. The District has sent materials to Division Governors in support of forming Clubs for minors. This is great recruitment and may be possible to recruit adults also.

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

The Communications and Public relations budget is at approximately 10.22%. There is a significant savings since the monthly newsletter is available on line.

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

Education and Training budget is at approximately 26.23% this month. Time has been concentrated on Area Governors and recognition for the Talk up Toastmaster District Contest.

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

Funds were spent in this area for engraving on trophies for local area speech contest.

**Administration (Section II, E)**

Administration spending for the month of September is at 10.5%. Spending includes a majority of postage plus necessary office supplies for the District.

**Travel (Section II, F)**

September Travel is at 48.95% for the month of September. Area and Division Governors are conducting club visits. District 26 has a largely open area that spreads hundreds of miles. District Governor and Lt. Governors are also spending time visiting Area and Division Contests.

**Other (Section II, G)**

Other Expenses include bank charges, purchase of a District Calculator for the District Treasurer and items necessary for district recognition for clubs and leaders. All bank accounts have been reconciled and available for the District and Trio and Auditing Committee when requested.

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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)**

No Leadership Institute was held for September

**District Store Income and Expenses (Section IV)**

District Store income includes purchases made from the bookstore.

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

Fal Conference Pends

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

Spring Conference Pends

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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.

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District Governor

Date

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District Treasurer

Date