



TOASTMASTERS INTERNATIONAL
MONTHLY TREASURER'S REPORT - DISTRICT NO.

FOR THE PERIOD DECEMBER 1, 2009 - DECEMBER 31, 2009

THIS REPORT MUST BE COMPLETED PRIOR TO OPENING THE MID YEAR AUDIT REPORT

		<u>MONTH ACTUAL (1)</u>	<u>Y-T-D ACTUAL (2)</u>	<u>BUDGET (3)</u>
I.	FUNDS AVAILABLE			
<u>Acct.#</u>	A. BALANCE IN DISTRICT RESERVE ACCOUNT AT WHQ:			
120	Beginning of the month/year	14,184.85	7,558.40	7,558.40
	B. FUNDS AVAILABLE FROM WHQ			
400	Add: Membership income	313.85	11,155.90	25,024.76
120	Less: Funds requests INPUT NEGATIVE NUMBER	-	-	
120	Less: District orders INPUT NEGATIVE NUMBER	(1,706.15)	(5,921.75)	
120	District reserve balance - End of the month	12,792.55	12,792.55	
	C. RECONCILED BALANCE IN DISTRICT LOCAL BANK ACCOUNTS:			
100	Beginning of the month/year	8,952.34	10,874.64	10,874.64
120	Add: Funds requests	-	-	
	D. OTHER INCOME (List specific sources):			
410	1. Fall conference net income (from page 4)	(507.61)	2,321.15	1,667.00
430	2. Spring conference net income (from page 5)	-	-	115.00
480	3. Interest	-	1.39	-
490	4. Other: membership reversal	-	(6.75)	2,520.00
	interest	0.35	388.69	525.00
	credit card charges	(125.29)	(145.29)	N/A
	Total other income	(632.55)	2,559.19	4,827.00
	TOTAL FUNDS AVAILABLE	21,112.34	26,226.38	48,284.80
	(Adds lines in I.A, I.B, I.C and I.D for columns 1, 2, and 3.)			
II.	EXPENSES:			
600	A. Marketing (from page 2)	-	171.50	10,800.00
610	B. Communications and public relations (from page 2)	36.00	76.00	1,000.00
620	C. Education and training (from page 2)	394.09	1,815.54	4,695.00
630	D. Speech contests (from page 2)	-	-	3,268.00
640	E. Administration (from page 2)	39.50	864.97	1,850.00
650	F. Travel (from page 3)	316.80	4,610.76	13,135.00
700	G. Other (from page 3)	-	-	-
	TOTAL EXPENSES	786.39	7,538.77	34,748.00
III.	570 LEADERSHIP INSTITUTE (from page 3)	1,648.65	1,840.01	7,200.00
IV.	DISTRICT STORE			
450	1. Sales	488.35	590.15	2,500.00
551	2. Purchases from WHQ (INPUT NEGATIVE NUMBER)	-	(2,487.70)	(2,500.00)
559	3. Other store expenses (INPUT NEGATIVE NUMBER)	-	-	-
	DISTRICT STORE INCOME (LOSS), NET	488.35	(1,897.55)	-
V.	ADJUSTMENT FOR Y-T-D DISTRICT ORDERS	1,706.15	5,921.75	N/A
VI.	EXCESS OF FUNDS AVAILABLE OVER EXPENSES	20,871.80	20,871.80	6,336.80
	(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>		
A. 600 Marketing		
601 1. Building new clubs	-	-
602 2. Membership growth	-	125.00
603 3. Club coaches	-	-
604 4. Rebuilding	-	-
605 5. Recognition	-	46.50
606 6. Other	-	-
TOTAL Marketing (goes to page 1, Sec II. A)	-	171.50
B. 610 Communications and public relations		
611 1. District newsletter	-	-
612 2. Web page	-	-
613 3. Directory	-	-
614 4. Postage	-	-
615 5. Other	36.00	76.00
TOTAL Communications and public relations (goes to page 1, Sec II. B.)	36.00	76.00
C. 620 Education and training		
621 1. Distinguished clubs	394.09	1,319.09
622 2. Training club officers	-	275.00
623 3. Training division and area governors	-	199.20
624 4. Distinguished areas and divisions	-	-
625 5. Other	-	22.25
TOTAL Education and training (goes to page 1, Sec II. C.)	394.09	1,815.54
D. 630 Speech contests		
631 1. Awards and certificates	-	-
632 2. Other	-	-
TOTAL Speech contests (goes to page 1, Sec II. D.)	-	-
E. 640 Administration		
641 1. Stationery	-	-
642 2. Phone	-	625.67
643 3. Postage	-	20.30
644 4. Website	-	-
645 5. Other	39.50	219.00
TOTAL Administration (goes to page 1, Sec II. E.)	39.50	864.97

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	MONTH ACTUAL	Y-T-D ACTUAL
VII. DETAIL OF EXPENSES (con't):		
<u>Acct.#</u>		
F. 650 Travel		
651 1. Within district		
652 a. District governor/lt. governor		354.55
653 b. Division governors		-
654 c. Area governors	30.80	261.81
655 d. Other district officers	286.00	438.80
651 Total travel within district	316.80	1,055.16
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		1,739.40
682 b. Lt. governor education & training		1,088.00
683 c. Lt governor marketing		728.20
684 d. Immediate past district governor		-
680 Total international convention expense	-	3,555.60
650 TOTAL Travel expense (goes to page 1, Section II. F)	316.80	4,610.76
G. 700 Other		
705 a. Equipment purchase		-
710 b. Miscellaneous		-
700 TOTAL Other expenses (goes to page 1, Section II. G)	-	-
VIII. LEADERSHIP INSTITUTE:		
470 Donation basket	18.00	18.00
570 Leadership institute expenses		
571 1. Supplies from WHQ	1,666.65	1,666.65
572 2. Other supplies		-
573 3. Program and printing		20.97
574 4. Audiovisual equipment		-
575 4. Meeting room		-
576 4. Awards, certificates		-
577 4. Postage		1.39
579 5. Other		169.00
570 TOTAL LEADERSHIP INSTITUTE (goes to page 1, Sec III.)	1,648.65	1,840.01

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			<u>MONTH ACTUAL</u>	<u>Y-T-D ACTUAL</u>
IX. FALL CONFERENCE INCOME AND EXPENSE				
<u>Acct.#</u>				
410	A. Fall conference income			
411	1. 1 Member registrations	at \$ 80.00	80.00	7,105.00
412	2. Spouse / guest registrations	at	-	-
413	3. Late registrations	at	-	-
414	4. Luncheon tickets	at	-	-
415	5. Banquet tickets	at	-	-
416	6. 1 Speech contest	at \$ 48.60	48.60	112.94
417	7. Other revenue - Raffle			-
418	registration refunds		(183.00)	2,654.00
	FFN & Sunday Forum			660.00
	Donations/Sponsorships			475.00
410	TOTAL Fall conference income		(54.40)	11,006.94
510	B. Fall conference expenses			
511	1. Supplies purchased from TI			293.20
512	2. Other supplies		32.62	644.52
513	3. Programs and printing			706.75
514	4. Audiovisual equipment			-
515	5. Hotel / meeting room expenses			1,555.80
516	6. Awards, certificates, etc.			273.18
517	7. Postage		8.39	8.39
518	8. Meal expense		381.50	4,595.92
519	9. Other		30.70	608.03
	N/A			-
	N/A			-
510	TOTAL Fall conference expenses		453.21	8,685.79
410	NET FALL CONFERENCE INCOME (LOSS) (A - B)		(507.61)	2,321.15
	(goes to page 1, Sec I./D. 1.)			

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X. SPRING CONFERENCE INCOME AND EXPENSE					
<u>Acct.#</u>					
430	A.	Spring conference income			
431	1.	 Member registrations	at		-
432	2.	 Spouse / guest registrations	at		-
433	3.	 Late registrations	at		-
434	4.	 Luncheon tickets	at		-
435	5.	 Banquet tickets	at		-
436	6.	 Speech contest	at		-
437	7.	Other revenue - Raffle			-
438					-
					-
					-
					-
430		TOTAL Spring conference income			-
530	B.	Spring conference expenses			
531	1.	Supplies purchased from TI			-
532	2.	Other supplies			-
533	3.	Programs and printing			-
534	4.	Audiovisual equipment			-
535	5.	Hotel / meeting room expenses			-
536	6.	Awards, certificates, etc.			-
537	7.	Postage			-
538	8.	Meal expense			-
539	9.	Other			-
					-
					-
					-
530		TOTAL Spring conference expenses			-
		NET SPRING CONFERENCE INCOME (LOSS) (A - B)			-
		(goes to page 1, Sec I./D. 2.)			