



**TOASTMASTERS INTERNATIONAL
YEAR END AUDIT REPORT - DISTRICT NO.**

Due at WHQ by August 31, 2010

**THE JUNE TREASURER REPORT MUST BE COMPLETED PRIOR TO OPENING THIS FORM
FOR THE PERIOD JULY 1, 2009 - JUNE 30, 2010**

	ACTUAL	BUDGET	(OVER) UNDER VARIANCE
I. FUNDS AVAILABLE			
 A. BEGINNING BALANCES:			
120 Balance in district reserve account at WHQ on July 1, 2009	7,894.92	7,894.92	-
100 Reconciled balance in district local bank account(s) on July 1, 2009	1,570.11	1,570.11	-
TOTAL BEGINNING BALANCE	9,405.03	9,405.03	-
 B. ESTIMATED NEW FUNDS AVAILABLE - INCOME:			
400 Add : Membership income from World Headquarters	22,760.19	23,317.38	557.19
 C. OTHER INCOME:			
410 Fall conference net income	229.39	500.00	270.61
430 Spring convention net income	2,883.19	500.00	(2,383.19)
480 Interest	-	-	-
490 Other: Corporate Sponsor Donations	1,000.00	N/A	N/A
	N/A	N/A	N/A
	N/A	N/A	N/A
Total other income	4,170.24	1,000.00	(3,170.24)
 TOTAL FUNDS AVAILABLE (A plus B plus C)	36,335.46	33,722.41	(2,613.05)
II. EXPENSES:			
600 A. Marketing	1,128.50	6,357.06	5,228.56
610 B. Communications and public relations	645.56	1,050.00	404.44
620 C. Education and training	4,813.64	7,691.00	2,877.36
630 D. Speech contests	4,065.75	2,785.00	(1,280.75)
640 E. Administration	2,544.36	1,650.00	(894.36)
650 F. Travel	8,809.11	9,360.00	(449.11)
700 G. Other	302.00	-	(302.00)
TOTAL EXPENSES	22,308.92	27,893.06	5,584.14
III. LEADERSHIP INSTITUTE			
570 LEADERSHIP INSTITUTE	104.83	-	(104.83)
IV. DISTRICT STORE:			
450 1. Sales	2,451.10	1,000.00	(1,451.10)
551 2. Purchases from WHQ	(2,957.10)	(1,000.00)	1,957.10
559 3. Other store expenses	(219.95)	-	219.95
DISTRICT STORE INCOME (LOS), NET	(725.95)	-	725.95
V. OUTSTANDING BILLS / OBLIGATIONS (Line 8 from page 2)			
200 OUTSTANDING BILLS / OBLIGATIONS	-	N/A	-
VI. NET FUNDS AVAILABLE AT JUNE 30, 2010 (D - E - F + G + H)	13,195.76	5,829.35	(7,366.41)

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VII. DISTRICT FUNDS ANALYSIS (District share of membership fees)

	ACTUAL
1. Balance in District Reserve Account at World Headquarters on July 1, 2009	7,834.92
2. Add: Membership income from WHQ	22,760.19
3. SUB TOTAL	30,595.11
4. DEDUCT: Funds requests from WHQ during July 1 to June 30	(15,500.00)
DEDUCT: Purchases from WHQ during July 1 to June 30	(7,325.76)
5. District reserve account Balance on June 30, 2010 (line 3 minus line 4) (This figure must agree with the district reserve statement at June 30, cell O14)	7,769.35

ANALYSIS OF CASH BALANCE AS OF JUNE 30, 2010

6. Reconciled balance in district local bank account(s) June 30, 2010 (includes funds in any division, area or other accounts)	5,426.41
7. ADD: Balance in district reserve account at World Headquarters (line 5 above)	7,769.35
8. DEDUCT: Unpaid bills / obligations at June 30 (INPUT NEGATIVE NUMBER)	[REDACTED]
TOTAL CASH AVAILABLE (agrees with page 1, Section VI, line I)	13,195.76

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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)

Total Funds available includes membership income of \$736. Spring Conference net income \$2883 and Fall Conference net income of \$229.

Marketing (Section II, A)

Includes the following expenses for Building New Clubs-\$784 and Membership Growth of \$140. Some of the expenses were from Lance Miller World Champion visit and Kristal DiCarlo International Director visit, \$185 Membership Drive Conference Incentives for Spring Conference.

Communications and public relations (Section II, B)

\$602 spent on Communication and PR for the Webpage.

Education and training (Section II, C)

Education and training total amount spent was \$4810 for Distinguished Clubs, Training Club officers, Division and Area Governors, Distinguished Areas and Divisions. Mid-Year and June Toastmasters Leadership Expenses also included in expenses.

Speech contests (Section II, D)

Amounts were spent on Awards and Certificates for Area, Division and District Contests.

Administration (Section II, E)

Postage and other Administration Costs, DEC Meeting Expenses and miscellaneous District Supplies: Timing Light, Promotional CD's, Easel.

Travel (Section II, F)

Travel over about \$500 for opening new club in remote Northern Michigan, Top 3 visiting various Clubs, Area Governor visits, Speechcraft, Open Houses, Contests, Division Trainings, Immediate Past DG travel for Struggling Club Project.

Other (Section II, G)

Total other expenses were \$302, This includes Lance Miller training material for library.

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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)

Most TLI expenses are included under Education and Training.

District Store Income and Expenses (Section IV)

Bookstore Inventory replenished for Spring Conference and June Toastmasters Leadership Institute Training (TLI).

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

Net Income was \$229.

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

Net Income \$2883. This includes \$185 District Sponsoring Marketing Membership Drive Incentive for Spring Conference.

INSTRUCTIONS:

1. Print out entire Year End Audit Report including narrative and certification sheet.
2. Obtain related signature below. **This certification must be complete in order for the report to be considered received by the WHQ.**
3. Submit approved report to World Headquarters along with June monthly treasurer report
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
4. Due at WHQ by August 31, 2010

NOTE: Electronic signatures are not acceptable

VI. CERTIFICATION

District:

1. We, the undersigned members of the audit committee, have examined the records of district 62 for the twelve months from July 1, 2009 to June 30, 2010 and believe that this report properly reflects the operation for that period.

Dated this 29 day of July, 2010

Chairman
Sheila Kroge
Member

[Signature]
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 twelve months ending June 30, 2010 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 2009 to June 30, 2010

Dated this 29 day of July, 2010
[Signature]
District Governor (for the year audited)

[Signature]
District Treasurer (for the year audited)

