

		US Dollars		USD
		USD		USD
District Reserve		Monthly	Y-T-D	Y-T-D
BALANCE IN DISTRICT RESERVE ACCOUNT AT WHQ:				
Beginning of the month/year		14,294	7,769	7,769
Add: Membership Revenue		226	10,641	10,641
Less: Funds requests (NEGATIVE NUMBER)		-	-	-
Less: District orders (NEGATIVE NUMBER)		(69)	(3,959)	(3,959)
District reserve balance - End of the month (should tie to statement)		14,451	14,451	14,451
Restricted Balance (Retention for next year)		(5,690)	(5,690)	(5,690)
Available reserve funds balance at month end	A	<u>8,761</u>	<u>8,761</u>	<u>8,761</u>
RECONCILED BALANCE IN DISTRICT LOCAL BANK ACCOUNT:				
	B	5,627		5,627
TOTAL FUNDS AVAILABLE	(A+B)	<u>14,388</u>		<u>14,388</u>

		Monthly	Y-T-D	Y-T-D
District Revenue				
Membership Revenue (From District Reserve Statement)		226	10,641	10,641
Conference Revenue		(45)	20,250	20,250
Fundraising Revenue		2,656	5,698	5,698
TLI Revenue		-	797	797
District Store Revenue		19	628	628
Donations		-	-	-
Interest		-	-	-
Miscellaneous-Revenue		-	305	305
Total Revenue		<u>2,855</u>	<u>38,318</u>	<u>38,318</u>
District Expenses				
Conference Expenses		(16,358)	(18,393)	(18,393)
Fundraising Expense		-	(2,044)	(2,044)
TLI Expenses		17 ^	(1,075)	(1,075)
District Store Expenses		-	(2,297)	(2,297)
Marketing	(no limit*) 2%	(50)	(739)	(739)
Communications & Public Relations	(25% max*) 1%	-	(360)	(360)
Education & Training	(30% max*) 5%	(5)	(401)	(401)
Speech Contest	(10% max*) 1%	(27)	(263)	(263)
Administration	(20% max*) 2%	(5)	(555)	(555)
Travel	(30% max*) 12%	(192)	(3,646)	(3,646)
Other Expenses	(10% max*) 0%	-	-	-
Total Expense		<u>(16,621)</u>	<u>(29,774)</u>	<u>(29,774)</u>
District Net Income/Loss		<u>(13,766)</u>	<u>8,544</u>	<u>8,544</u>

* For **U.S. Districts** leave this cell with the default text (1.00). For **Non-U.S. Districts**, please insert the appropriate exchange rate (as of the end of the month), per the OANDA.com website. To determine this code and rate please see the instruction tab.

* This is the maximum percent of total expenses a district can have towards the specific account groupings.

^ Total Leadership Institute (TLI) expense is combined with total Education and Training expense when calculating the maximum allowable expense.

TOASTMASTERS INTERNATIONAL®

Local Banks Reconciliation

TOASTMASTERS INTERNATIONAL
MONTHLY TREASURER'S REPORT
December
2010

DISTRICT 62

Enter balances in local currency

USD

Account #	100	105	110	115	120
Free Business Checking					
PNC					
Account #	42-3475-0056				
Total					

DISTRICT LOCAL BANK ACCOUNTS (First 5):

Bank Balance (Per monthly bank statements as of month's end)	6,250.01				
All Outstanding Checks (INPUT NEGATIVE NUMBER)	(623.45)				
All Outstanding Deposits	-				
Book Balance as of current month's end	5,626.56	(1)			

Account #	125	130	135	140	145
Account Name Per Bank Statement					
Bank Name					
Account #					
Total					

DISTRICT LOCAL BANK ACCOUNTS (Second 5):

Bank Balance (Per monthly bank statements as of month's end)	-				
All Outstanding Checks (INPUT NEGATIVE NUMBER)	-				
All Outstanding Deposits	-				
Book Balance as of current month's end	-	(2)			

If your outstanding items listed above, does not tie to the outstanding items listed on the 'Outstanding Items' tab, Correct the difference.

RECONCILED BALANCE

IN DISTRICT LOCAL BANK ACCOUNTS: ▲ 5,626.56 (1)+(2)

5,627 Reconciled balance converted to U.S. dollars.

Transaction Cash Flow

Beginning Book Balance	19,618	Links to Prior Month's Bank Recon. tab
Fund Requests	-	Links to Transaction Register tab
Net Income/(Loss)	(13,765.80)	Links to Summary tab
	5,852.67	
Reverse Non Local Bank Account Activity	(226.11)	Links to Summary tab
Membership Revenue	-	Links to Transaction Register tab
District Orders	-	
Ending Book Balance	5,626.56	

TOASTMASTERS INTERNATIONAL®

**TOASTMASTERS INTERNATIONAL
MONTHLY TREASURER'S REPORT
December 2010**

DISTRICT 62

USD			USD		
ACTUAL	MONTH BUDGET	VARIANCE	ACTUAL	Y-T-D BUDGET	VARIANCE
226	300	(74)	10,641	10,548	93
(45)	-	(45)	18,100	10,993	7,107
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
(45)	-	(45)	2,150	4,150	(2,000)
-	-	-	20,250	15,143	5,107
(548)	-	(548)	(548)	(200)	(348)
(1,926)	-	(1,926)	(46)	(800)	754
(3,391)	-	(3,391)	(1,926)	(2,000)	74
-	-	-	(3,891)	(4,000)	109
-	-	-	(137)	(137)	-
(10,081)	-	(10,081)	(10,262)	(8,000)	(2,262)
(412)	-	(412)	(1,583)	(11)	(1,572)
(16,358)	-	(16,358)	(18,393)	(15,148)	(3,245)
(16,403)	-	(16,403)	1,857	(5)	1,862
-	-	-	2,420	3,000	(580)
2,656	-	2,656	3,278	2,005	1,273
-	-	-	-	-	-
2,656	-	2,656	5,698	5,005	693
-	-	-	(2,044)	(1,133)	(911)
-	-	-	(2,044)	(1,133)	(911)
2,656	-	2,656	3,653	3,872	(219)
-	-	-	797	797	-
-	-	-	797	797	-
-	-	-	(32)	(28)	(4)

ACCT # ACCOUNT NAME

ACTUAL

Y-T-D BUDGET

VARIANCE

500 Membership Revenue

10,641

10,548

93

Conferences

18,100

10,993

7,107

505 Conference-Member registrations

-

-

-

510 Conference-Spouse / guest registrations

-

-

-

515 Conference-Late registrations

-

-

-

520 Conference-Luncheon tickets

-

-

-

525 Conference-Banquet tickets

-

-

-

530 Conference-Speech contest

-

-

-

535 Conference-Raffle

-

-

-

-5 355 15 595" data-label="Text">

540 Conference-Other Revenue

-5 675 15 735" data-label="Text">

2,150

-5 765 15 825" data-label="Text">

4,150

-5 845 15 905" data-label="Text">

(2,000)

-115 355 135 595" data-label="Text">

Total Revenue

-115 675 135 735" data-label="Text">

20,250

-115 765 135 825" data-label="Text">

15,143

-115 845 135 905" data-label="Text">

5,107

-175 355 195 595" data-label="Text">

610 Conference-supplies (not from TI)

-175 675 195 735" data-label="Text">

(548)

-175 765 195 825" data-label="Text">

(200)

-175 845 195 905" data-label="Text">

(348)

-235 355 255 595" data-label="Text">

615 Conference-Programs and printing

-235 675 255 735" data-label="Text">

(46)

-235 765 255 825" data-label="Text">

(800)

-235 845 255 905" data-label="Text">

754

-295 355 315 595" data-label="Text">

620 Conference-Audiovisual equipment

-295 675 315 735" data-label="Text">

(1,926)

-295 765 315 825" data-label="Text">

(2,000)

-295 845 315 905" data-label="Text">

74

-355 355 375 595" data-label="Text">

625 Conference-Hotel / meeting room expenses

-355 675 375 735" data-label="Text">

(3,891)

-355 765 375 825" data-label="Text">

(4,000)

-355 845 375 905" data-label="Text">

109

-415 355 435 595" data-label="Text">

630 Conference-Awards, certificates, etc.

-415 675 435 735" data-label="Text">

(137)

-415 765 435 825" data-label="Text">

(137)

-415 845 435 905" data-label="Text">

-

-475 355 495 595" data-label="Text">

635 Conference-Postage

-475 675 495 735" data-label="Text">

-

-475 765 495 825" data-label="Text">

-

-475 845 495 905" data-label="Text">

-

-535 355 555 595" data-label="Text">

640 Conference-Meal expense

-535 675 555 735" data-label="Text">

(10,262)

-535 765 555 825" data-label="Text">

(8,000)

-535 845 555 905" data-label="Text">

(2,262)

-595 355 615 595" data-label="Text">

645 Conference-Other Expenses

-595 675 615 735" data-label="Text">

(1,583)

-595 765 615 825" data-label="Text">

(11)

-595 845 615 905" data-label="Text">

(1,572)

-655 355 675 595" data-label="Text">

Total Expense

-655 675 675 735" data-label="Text">

(18,393)

-655 765 675 825" data-label="Text">

(15,148)

-655 845 675 905" data-label="Text">

(3,245)

-715 355 735 595" data-label="Text">

Net Income/(Loss) from Conferences

-715 675 735 735" data-label="Text">

1,857

-715 765 735 825" data-label="Text">

(5)

-715 845 735 905" data-label="Text">

1,862

Fundraising

2,420

3,000

(580)

545 Fundraising Revenue-Event 1

3,278

2,005

1,273

550 Fundraising Revenue-Event 2

-

-

-

555 Fundraising Revenue-Event 3

-

-

-

560 Fundraising Revenue-Additional Events

5,698

5,005

693

Total Revenue

(2,044)

(1,133)

(911)

Total Expense

(2,044)

(1,133)

(911)

Net Income/(Loss) from Fundraising

3,653

3,872

(219)

Leadership Institute (TLI)

797

797

-

565 TLI Revenue

797

797

-

Total Revenue

(32)

(28)

(4)

660 TLI-Supplies (not from TI)

(32)

(28)

(4)

TOASTMASTERS INTERNATIONAL[®]

**TOASTMASTERS INTERNATIONAL
MONTHLY TREASURER'S REPORT
December 2010**

DISTRICT 62

USD			USD		
ACTUAL	MONTH BUDGET	VARIANCE	ACTUAL	Y-T-D BUDGET	VARIANCE
-	-	-	(51)	(131)	80
-	-	-	-	-	-
-	-	-	(100)	(100)	-
-	(150)	150	-	(350)	350
-	(100)	100	-	(100)	100
17	(100)	117	(892)	(569)	(327)
17	(350)	367	(1,075)	(1,274)	199
17	(350)	367	(278)	(477)	199
19	-	19	628	890	(262)
19	-	19	628	890	(262)
-	-	-	(2,297)	(2,897)	600
-	-	-	(2,297)	(2,897)	600
19	-	19	(1,669)	(2,007)	338
-	-	-	-	-	-
-	-	-	305	305	(0)
-	-	-	305	305	(0)
-	-	-	-	-	-
-	(200)	200	-	(400)	400
(8)	(100)	92	(203)	(419)	216
-	-	-	-	(50)	50
-	-	-	(494)	(544)	50
(42)	-	(42)	-	-	-
(50)	(300)	250	(739)	(1,413)	674
-	-	-	-	-	-
-	(50)	50	(360)	(100)	(260)
-	(50)	50	-	-	-
-	(50)	50	-	(150)	150
-	-	-	-	(50)	50
-	(100)	100	(360)	(300)	(60)
-	-	-	-	-	-
-	-	-	-	(250)	250

ACCT # ACCOUNT NAME

665 TLL-Program and printing
670 TLL-Audio/visual equipment
675 TLL-Meeting room
680 TLL-Awards, certificates
685 TLL-Postage
690 TLL-Other Expense
Total Expense

Net Income/(Loss) from TLI

District Store

570 District Store Revenue
Total Revenue

695 District Store expenses (District Orders only)
700 District Store expenses (not from TI)
Total Expense

Net Income/(Loss) from District Store

Other Revenue

575 Donations
580 Interest
585 Miscellaneous-Revenue
Other Revenue

Marketing

705 Marketing-Building new clubs
710 Marketing-Membership growth
715 Marketing-Club coaches
720 Marketing-Rebuilding
725 Marketing-Recognition
730 Marketing-Other Expense
Total Marketing

Communication and Public Relations

735 CPR-District newsletter
740 CPR-Web page
745 CPR-Directory
750 CPR-Postage
755 CPR-Other-Expense
Total Communication and Public Relations

Education and Training

760 ET-Mid Year Training Registration Fees (Top 3)
765 ET-Distinguished clubs

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TOASTMASTERS INTERNATIONAL
MONTHLY TREASURER'S REPORT
December 2010

DISTRICT 62

USD			USD		
ACTUAL	MONTH BUDGET	VARIANCE	ACTUAL	Y-T-D BUDGET	VARIANCE
-	(50)	50	-	(100)	100
-	-	-	(38)	(38)	(0)
-	-	-	(312)	(273)	(39)
(5)	-	(5)	(51)	(96)	45
(5)	(50)	45	(401)	(757)	356
Speech Contest					
-	-	-	(236)	-	(236)
(27)	-	(27)	(27)	(400)	373
(27)	-	(27)	(263)	(400)	137
Administration					
-	-	-	(158)	(258)	100
-	-	-	-	-	-
-	(50)	50	(26)	(59)	33
-	(50)	50	(290)	(194)	(96)
(5)	(50)	45	(81)	(226)	145
(5)	(150)	145	(555)	(737)	182
Travel					
(192)	(200)	8	(649)	(995)	346
-	(50)	50	-	(160)	160
-	(200)	200	(232)	(692)	460
-	-	-	-	(100)	100
-	-	-	(695)	(695)	(0)
-	-	-	(1,089)	(1,089)	(0)
-	-	-	(980)	(980)	(0)
(192)	(450)	258	(3,646)	(4,711)	1,065
Other Expense					
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
(13,766)	(1,100)	(12,666)	8,544	3,918	4,626
Net Income/(Loss)			Net Income/(Loss)		

Following is a brief description/explanation of the Y-T-D actual income/expenses as compared to what was budgeted. Any variance, positive or negative, with 'EXPLAIN' in the L column requires an explanation of what caused the variance in order for this report to be considered complete and counted as received by WHQ. The white rows are not password protected. A separate sheet may be used.

(Y-T-D variance is pulled from 'Variance to Budget Detail' tab.)

	USD			
	\$	Over(Under) Budget	Variance %	
Marketing	Variance \$	674	-48%	EXPLAIN
Most of variance is due to lack of spending in New club and New member growth. Leadership team recognizes that the spending/efforts are less than anticipated YTD.				
Communications and public relations	Variance \$	(60)	20%	
Education and training	Variance \$	356	-47%	EXPLAIN
Some mid year training still ongoing. Much of expense comes after training occurs (January) versus prepayment in December.				
Speech contests	Variance \$	137	-34%	EXPLAIN
Overage is for the Area and Division contest trophies. Spend was \$236 on trophies.				
Administration	Variance \$	182	-25%	EXPLAIN
Spending has been conservative. Some of these expenses lag due to submission in reimbursement requests.				
Travel	Variance \$	1,065	-23%	EXPLAIN
Travel is under budget. One factor is a lag in submission of reimbursements. About \$250 were paid in January.				
Other Expense	Variance \$	-	0%	
None				

Following is a brief description/explanation of the Y-T-D actual Income/(Loss)/expenses as compared to what was budgeted. **Any variance, positive or negative, with 'EXPLAIN' in the L column requires an explanation of what caused the variance in order for this report to be considered complete and counted as received by WHQ.** The white rows are not password protected. A separate sheet may be used.

(Y-T-D variance is pulled from 'Variance to Budget Detail' tab.)

	USD		
	\$ Over(Under)	Budget	Variance %
Membership Income/(Loss)	Variance \$	93	1%

Conference Net Income/(Loss)	Variance \$	1,862	-37247%	EXPLAIN
Registrations exceeded the budgeted amount by over \$7,100. Conference Other Revenue were under budget by approx \$2000. Conference expenses exceed the budget by about \$3,000.				

Fundraising Net Income/(Loss)	Variance \$	(219)	-6%

TLI Net Income/(Loss)	Variance \$	199	-42%	EXPLAIN
No expenses were incurred for Awards (a budget of \$350) or postage (a budget of \$100). Other Expenses were over budget by approx \$300. These categories account for the variance.				

District Store - Net Income/(Loss)	Variance \$	338	-17%

Other Revenue	Variance \$	(0)	0%

INSTRUCTIONS:

1. Print out entire Budget 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 as follows:
 - * Email Excel file to DistrictFinancialReports@toastmasters.org
 - * Also send a hard copy of ONLY the Summary tab and completed Certification page by:
 - * Scanning and emailing to the above address
 - * Or fax to (949) 589-3456
4. Due at WHQ by **February 15, 2011**

NOTE 1: Reserve funds can not be released until completed reports are turned in to WHQ
NOTE 2: Electronic signatures are not acceptable

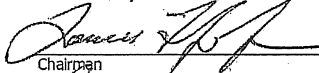
CAD	
(From Variance to Budget Detail tab)	
Net Income/(Loss)	
Monthly	Y-T-D
(13,766)	8,544

CAD	
(From Summary tab)	
TOTAL FUNDS AVAILABLE	
At Month End	
14,388	

District:

1. We, the undersigned members of the Audit Committee, have examined the records of District 62 for the six months from July to December 2010 according to the Audit Committee Guidelines* and believe that this report properly reflects the operation for that period.

Dated this 9TH day of FEBRUARY, 2011



Chairman



Member

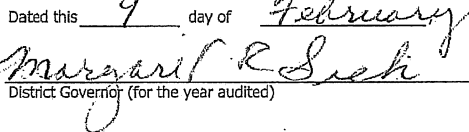


Member

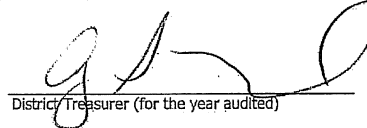
* Audit Committee Guidelines are available at the District Finance Corner. www.toastmasters.org/AuditGuide.aspx

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, 2010 have been reported to the audit committee for inclusion in accruals section of this audit. We further certify that there are no other outstanding district obligations incurred for the period July to December 2010.

Dated this 9 day of February


District Governor (for the year audited)



District Treasurer (for the year audited)