



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

Due at WHQ by August 31, 2008

**THE JUNE TREASURER REPORT MUST BE COMPLETED PRIOR TO OPENING THIS FORM**  
**FOR THE PERIOD JULY 1, 2007 - JUNE 30, 2008**

<b>I. FUNDS AVAILABLE</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>(OVER) UNDER VARIANCE</b>
<b>A. BEGINNING BALANCES:</b>			
Balance in District Reserve Account at WHQ on July 1, 2007	6,065.66	6,065.66	-
Balance in District Bank Account(s) on July 1, 2007	828.00	828.00	-
<b>TOTAL BEGINNING BALANCE</b>	<b>6,893.66 A</b>	<b>6,893.66 A</b>	<b>- A</b>
 <b>B. ESTIMATED NEW FUNDS AVAILABLE - INCOME:</b>			
Add : Membership Income from World Headquarters	10,251.18 B	9,344.68 B	(906.50) B
 <b>C. OTHER INCOME:</b>			
Fall Conference Net Income	1,144.12	150.00	(994.12)
Spring Convention Net Income	3.63	861.00	857.37
Interest	-	-	-
Other: <span style="border: 1px solid black; padding: 2px;">N/A</span>	(3.93)	N/A	#VALUE!
<span style="border: 1px solid black; padding: 2px;">N/A</span>	-	N/A	#VALUE!
<span style="border: 1px solid black; padding: 2px;">N/A</span>	445.00	N/A	#VALUE!
Total Other Income	1,588.82 C	1,011.00 C	(577.82) C
 <b>TOTAL FUNDS AVAILABLE (A plus B plus C)</b>	<b>18,733.66 D</b>	<b>17,249.34 D</b>	<b>(1,484.32) D</b>
 <b>II. EXPENSES:</b>			
A. Marketing	2,003.79	4,700.00	2,696.21
B. Communications and Public Relations (from Page 3)	700.00	800.00	100.00
C. Education and Training	1,152.29	3,300.00	2,147.71
D. Speech Contests	613.00	550.00	(63.00)
E. Administration	287.33	455.00	167.67
F. Travel	3,615.35	4,250.00	634.65
G. Other	847.74	200.00	(647.74)
<b>TOTAL EXPENSES</b>	<b>9,219.50 E</b>	<b>14,255.00 E</b>	<b>5,035.50 E</b>
 <b>III. OUTSTANDING BILLS / OBLIGATIONS</b>	(736.39) F	N/A F	(736.39) F
 <b>IV. NET FUNDS AVAILABLE AT JUNE 30, 2008</b>	<b>8,777.77 G</b>	<b>2,994.34 G</b>	<b>(5,783.43) G</b>

(D minus E plus F)

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**V. DISTRICT FUNDS ANALYSIS (District share of membership fees)**

	<u>ACTUAL</u>
1. Balance in District Reserve Account at World Headquarters on July 1, 2007	6,065.66
2. Add: Membership Income from WHQ	10,251.18
3. SUB TOTAL	16,316.84
4. DEDUCT: Funds Requests from WHQ during July 1 to June 30	(9,779.30)
DEDUCT: Purchases from WHQ during July 1 to June 30	(1,105.55)
5. District Reserve Account Balance on June 30, 2008 (This figure must agree with the District Reserve Statement at June 30) ( line 3 minus line 4 )	<u>5,431.99</u>

**ANALYSIS OF CASH BALANCE AS OF June 30, 2008**

6. Balance in District account(s) June 30, 2008 (Includes funds in any Division, Area or other accounts)	<b>4,082.17</b>
7. ADD: Balance in District Reserve Account at World Headquarters (line 5 above)	5,431.99
8. DEDUCT: Unpaid bills / obligations at June 30 (INPUT NEGATIVE NUMBER)	<u>(736.39)</u>

**TOTAL CASH AVAILABLE (Agrees with Page 2, Section IV, Line G)**

**8,777.77**

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This narrative page should accurately and completely explain any significant variances (over or under) from the district budget. Use an additional sheet if necessary.

**Funds Available (Section I)**

Audit Procedures Checklist and used it as guideline. Revenue realized in membership \$ 963 and \$577 and Conferences over projected budget during fiscal year July 2007 through June 2008. District was very effected in growth and management of funds.

**Marketing (Section II, A)**

Reviewed Year End Report and analyzed reasons for variance. Marketing under budget for administrative year. Budgeted \$4700 funds spent \$ 2,004. District Distinguished first time in 6 years. Growth in members and clubs. Expand programs in 2008-09.

**Communications and Public Relations (Section II, B)**

Under Budget \$100.00 administrative year 07-08. Communications and Public Relations expenses incurred and spent within budgeted amount of \$800.00.

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

Reviewed Year End Report and analyzed reasons for variance. Under budget by \$2,150, but met all goals and was a Distinguished District. Budgeting can be best planned accurately and to fully implement the TLI Training Program and Expand programs in 2008-09.

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

Over budget by only \$63.00.. All incurred category costs paid, with no further anticipated costs. 2008-09 budgeting will be adjusted upward to accomodate this category more accurately.

**Administration (Section II, E)**

Under budget administrative year 2007-08 by \$168. Budgeting and expenditures accomodated this category accurately and prudently.

**Travel (Section II, F)**

Over budget \$8. EXCELENT. Additional costs incurred - see Unpaid Obligation LGET and LGM Hotel Room allowance added \$643. 2008-09 budgeting will be studied to accomodate this category more accurately, especially with energy and fuel related impacts.

**INSTRUCTIONS:**

1. Print out entire Year End Audit Report including Narrative and Certification Sheet.
2. Obtain related signature below.
3. Mail original signed copy to WHQ.
4. Due at WHQ by August 31, 2008

**Note:** WHQ will accept the report via email. Certification must be scanned. Electronic signatures are not acceptable. Email completed report to Kay Van Gunst at kvangunst@toastmasters.org.

**VI. CERTIFICATION**

**District:**

1. We, the undersigned members of the Audit Committee, have examined the records of District \_\_\_\_\_ for the twelve months from July 1, 2007 to June 30, 2008 and believe that this report properly reflects the operation for that period.

Dated this 29<sup>th</sup> day of AUGUST, 2008

Jenna S. Chandler Sr  
Chairman

Rita A. Dellar  
Member

Harold F. Parker  
Member

HAROLD F. PARKER

**NOTE:** Audit Committee members cannot be members of the District Executive Committee (e.g., District Governor, Lt. Governors 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 bills or other outstanding obligations for the twelve months ending June 30, 2008 have been reported to the Audit Committee Section III of this Audit. We further certify that there are no other outstanding District obligations incurred for the period July 1, to June 30, 2008

Dated this 19<sup>th</sup> day of AUGUST, 2008

[Signature]  
District Governor (for the year audited)

Jennifer Ende  
District Treasurer (for the year audited)

