

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 August 31, 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)			CAD (From Summary tab)	
Net Income/(Loss)			TOTAL FUNDS AVAILABLE	
Monthly	Y-T-D		At Month End	
3,457	3,128		12,263	

District:

1. We, the undersigned members of the Audit Committee, have examined the records of District 68 for the twelve months from July, 2010 to June, 2011 according to the Audit Committee Guidelines* and believe that this report properly reflects the operation for that period.

Dated this 30th day of AUGUST, 2011.

Harold J. Carter
Chairman

James A. Chavelly, Sr.
Member

Rita B. Sollaci
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 twelve months ending June 30, 2011 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, 2010 to June, 2011

Dated this 30th day of AUGUST, 2011.

Jeffrey S. Harris
District Governor (for the year audited)

Darlene Stahl
District Treasurer (for the year audited)

June
2011

US Dollars

* 1.00000

	USD		USD
	Monthly	Y-T-D	Y-T-D
District Reserve			
BALANCE IN DISTRICT RESERVE ACCOUNT AT WHQ:			
Beginning of the month/year	7,624	5,371	5,371
Add: Membership Revenue	827	12,393	12,393
Less: Funds requests (NEGATIVE NUMBER)	-	(6,000)	(6,000)
Less: District orders (NEGATIVE NUMBER)	(25)	(3,338)	(3,338)
District reserve balance - End of the month (should tie to statement)	8,426	8,426	8,426
Restricted Balance (Retention for next year)	(2,956)	(2,956)	(2,956)
Available reserve funds balance at month end	A 5,470	5,470	5,470

RECONCILED BALANCE IN DISTRICT LOCAL BANK ACCOUNT:	B	6,793	6,793
TOTAL FUNDS AVAILABLE	(A+B)	12,263	12,263

	Monthly	Y-T-D	Y-T-D
District Revenue			
Membership Revenue (From District Reserve Statement)	827	12,393	12,393
Conference Revenue	2,990	11,447	11,447
Fundraising Revenue	-	-	-
TLI Revenue	-	1,156	1,156
District Store Revenue	-	135	135
Donations	1,500	2,780	2,780
Interest	-	-	-
Miscellaneous-Revenue	-	120	120
Total Revenue	5,317	28,031	28,031
District Expenses			
Conference Expenses	(114)	(9,854)	(9,854)
Fundraising Expense	-	-	-
TLI Expenses	- ^	(2,167)	(2,167)
District Store Expenses	(25)	(2,967)	(2,967)
Marketing (no limit*) 14%	(1,182)	(3,476)	(3,476)
Communications & Public Relations (25% max*) 0%	-	(115)	(115)
Education & Training (30% max*) 18%	(497)	(2,314)	(2,314)
Speech Contest (10% max*) 10%	-	(2,404)	(2,404)
Administration (20% max*) 1%	(41)	(188)	(188)
Travel (30% max*) 6%	-	(1,417)	(1,417)
Other Expenses (10% max*) 0%	-	-	-
Total Expense	(1,859)	(24,903)	(24,903)
District Net Income/Loss	3,457	3,128	3,128

* 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

23182 Arroyo Vista
 Rancho Santa Margarita, CA 92688
 Telephone: (949) 858-8255
 Fax: (949) 858-1207

District Reserve Statement

Period Ending

Jeff Harris, ACB
 1866 Neva Ct
 Mandeville, LA 70448-1026

DG

06/30/2011

Look what's new on the statement!
 The daily revenue transactions are now listed by Club Number and date order. Product Orders and Wire Transfers are listed at the end of the statement in numerical and date order.

BALANCE AT 05/31/2011 7,624.59CR

DISTRICT 68

Customer No. 00010068

TRANS DATE	CLUB / ORDER / CHECK NUMBER	NUMBER OF MEMBERS			CHARGES	CREDITS
		RENEWAL	NEW	CHARTER		
06/25/2011	01504602	-2			9.00	
06/27/2011	01504602		4			18.00
06/28/2011	01504602	1				4.50
06/29/2011	01504602	1				4.50
06/30/2011	01600529			20		135.00
06/22/2011	01636583	3	1			27.00
06/20/2011	01877625			23		155.25
06/30/2011	9000203568				25.00	
		18	84	43	115.00	916.86

Membership Revenue	
Month-To-Date	Year-To-Date
826.86	12,392.83

BALANCE AS OF 06/30/2011 8,426.45CR

Product Orders	
Month-To-Date	Year-To-Date
25.00	3,337.82

Checks & Wires	
Month-To-Date	Year-To-Date
0.00	6,000.00

**TOASTMASTERS
INTERNATIONAL**

**TOASTMASTERS INTERNATIONAL
MONTHLY TREASURER'S REPORT
June
2011**

DISTRICT 68

Outstanding Items

Total USD
(182.41)

Accruals/Unpaid Bills

Total USD
-

Transaction Date	Check #	Description	Amount
30-Jun-11		Donation for Conference (Cox Communications)	500.00
30-Jun-11		Donation for presenters at seminar(Radiology)	500.00
18-Jun-11	190	Conference supplies-M.Shearer	(114.20)
18-Jun-11	191	Conference expenses - J. Harris	(1,068.21)

Transaction Date	Account #	Description	Amount

56

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 \$ 569	5%	EXPLAIN

New clubs chartering at endyear help exceed budgeted income.

	Variance \$ 1,043	190%	EXPLAIN
--	--------------------------	-------------	----------------

Conference Net Income/(Loss)

The conference net income can be attributed to earlier promotion of the spring conference and guest speaker. Members showed up for a very solid educational program.

	Variance \$ -	0%	
--	----------------------	-----------	--

Fundraising Net Income/(Loss)

	Variance \$ (1,056)	-2346%	EXPLAIN
--	----------------------------	---------------	----------------

TLI Net Income/(Loss)

Reported figure is \$573 loss for 2009-10 booked in current year, plus current year loss of \$483.

	Variance \$ (2,832)	100%	EXPLAIN
--	----------------------------	-------------	----------------

District Store - Net Income/(Loss)

Current month's charge is wire transfer fee for May funds requisition. Balance of variance is same as prior months caused by coding all district orders to Account 695.

	Variance \$ 2,400	480%	EXPLAIN
--	--------------------------	-------------	----------------

Other Revenue

District 68 leadership did more marketing for corporate sponsor for both spring and fall events. The spring conference garnered two \$500.00 corporate donations: SODEXO and Cox Louisiana. Additionally, Radiology Business Management Association donated \$500.00 in gratitude for local Toastmasters leading a session for their seminar.