

**INSTRUCTIONS:**

1. Complete all sections on the Narrative tab.
2. Fill in the white cells below with the appropriate information and print out this page.
3. Obtain related signature below. **Typed signatures are not acceptable.**
4. Distribute monthly reports per Toastmasters International protocol 8.4, to the District Director, Program Quality Director and Club Growth Director within 30 days after the end of the month.

**5. Quarter reports due to World Headquarters:**

- \* September Report: **October 31**
- \* December (Audit) Report: **February 15**
- \* March Report: **April 30**
- \* June (Audit) Report: **August 31**

6. Submit approved narratives and certification page to World Headquarters by email:

\* Scan and email the PDF to **DistrictFinancialReports@toastmasters.org**

**NOTE:** This certification form must be complete for the report to be accepted by World Headquarters. Reserve funds will not be released until World Headquarters receives the completed report.

In Base Currency

USD

Monthly Net Income/(Loss)

\$15,182

Year to Date Net Income/(Loss)


\$39,956

Total Available Funds

\$33,667

1. 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 2024-2025 term have been reported to the Audit Committee and included in accruals section of this audit. We further certify that there are no other outstanding District obligations incurred for the 2024-2025 term.

Dated this 28th day of April



District Director (for the year audited)



District Finance Manager (for the year audited)

**Complete only for the Mid-year Report and Year-end Report:**

2. We, the undersigned members of the Audit Committee, have examined the records of District 36 for the 2024-2025 term in accordance with the Audit Committee Guidelines\* and believe that this report properly reflects the operation for that term.

Dated this \_\_\_\_\_ day of \_\_\_\_\_

Chairman

Member

Member

\* Audit Committee Guidelines are available on the District Finance Corner of the Toastmasters International Website: [HERE](#)

**NOTE:** Audit Committee members cannot be members of the District Executive Committee (e.g., District Director, Program Quality Director, Club Growth Director, Immediate Past District Director, Admin Manager, Finance Manager, Public Relations Manager, Division Directors, Area Directors).

In the following white cells, include a brief narrative (description/explanation) of the monthly income, revenues and expenses associated with each category of the Profit & Loss Report. Explain if the monthly activities aligned or did not align with the District budget and the District Success Plan. A separate sheet may be used. For each of the four Quarter Reports, **all sections of this narrative page must be completed in order for the report to be accepted by World Headquarters.** The questions in the boxes are to help you formulate narratives. If needed please delete the questions, and replace them with your narratives.

**Membership Dues Allocation**

We are on track - \$3,066 over budget.

**Conference Net Income/(Loss)**

Conference expenses will likely be a few thousand more than expected due to venue costs. Regarding revenue, registrations have been robust, but the amount of sponsorship revenue we will generate is not clear at this point.

**Fundraising Net Income/(Loss)**

No activity

**District Store Net Income/(Loss)**

Expense is under budget and is forecasted to remain that way. Revenue is also under budget. We will bring in more revenue at the Conference but will very likely end the year under budget. We had planned to roll out an online store during Q2, but that did not happen and is unlikely to happen until the end of this year or the beginning of next.

**Marketing Outside of Toastmasters**

There is no specific planned activity in March other than the wrap-up of the Toastmasters International Global Marketing Program (LinkedIn). In May, we will be undertaking another initiative (creation of a library of stills and videos to be used in various marketing efforts). We are under budget now, but will finish the year slightly over budget.

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**Recognition**

We accrued \$7,657 for 2023-2024 recognition expenses. \$4,279 of that has been utilized, which is pretty much what was accrued for that purpose. The remainder of the accrual was designated for room rental for a Hail and Farewell for 2023-2024. That event did not happen, so the money will not be spent. The amounts we budgeted for trophies at various levels of contest competition have been spent.

**Club Growth**

Underrun is due to several factors: 1) Divisional Open Houses are occurring later in the TM year than planned; 2) Club open house reimbursements are running well below budget; and 3) other marketing expenses are running lower than expected.

**Public Relations**

Spending is generally on track. Printing and postage are under budget but we expect those expenses to occur in April and May.

**Education and Training**

Special events and awards are under budget and will likely remain under budget for the remainder of the year.

**Speech Contests**

The main focus right now is Area and Division contests. We are under budget due to much less of a need to reimburse room rentals than we expected.

**Administration**

Expenses are on track. We are slightly over budget due to the affects of inflation on certain recurring costs (e.g., storage and I.T.)

**Food and Meals**

We are substantially under budget for several reasons: 1) \$3,000 accrual for 2023-2024 Hail and Farewell that ended up being canceled; 2) Open House Reimbursements are much lower than planned; and 3) events planned by the district have not yet happened, for various reasons.

**Travel**

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Ther overrun is a result of the fact that the District Director's convention registration was budgeted at a discounted rate, but we ended up paying the standard rate.

**Lodging**

We are slightly under budget and will likely finish the year further under budget. We have \$1,400 budgeted for a dignitary visit and miscellaneous lodging that does not appear to be needed at this point.