



**TOASTMASTERS INTERNATIONAL**  
**MIDYEAR AUDIT REPORT - DISTRICT NO.**  
 Due at WHQ by February 15, 2009  
**THE DECEMBER TREASURER REPORT MUST BE COMPLETED PRIOR TO OPENING THIS FORM**  
**FOR THE PERIOD JULY 1, 2008 - DECEMBER 31, 2008**

I. FUNDS AVAILABLE	Acct#	A. BEGINNING BALANCES:	2008		BUDGET	(OVER) UNDER VARIANCE
			2008	2008		
	120	Balance in district reserve account at WHQ on July 1,	18,779.56	18,779.56		-
	100	Reconciled balance in district local bank account(s) on July 1,	50,114.91	50,114.91		-
		TOTAL BEGINNING BALANCE	68,894.47	68,894.47	A	A
	400	B. ESTIMATED NEW FUNDS AVAILABLE - INCOME:				
		Add : Membership income from World Headquarters	32,174.98	32,944.47	B	769.49
	410	C. OTHER INCOME:				
		Fall conference net income	2,301.77	1,088.24		(1,203.53)
	430	Spring convention net income	(105.38)	1,050.00		1,155.38
	480	Interest	70.14	100.00		29.86
	490	Other:	-	N/A		N/A
			-	N/A		N/A
			-	N/A		N/A
		Total other income	2,266.53	2,248.24	C	(18.29)
		TOTAL FUNDS AVAILABLE (A plus B plus C)	103,335.98	104,087.18	D	751.20
II.		EXPENSES:				
	600	A. Marketing	2,076.07	9,500.00		7,423.93
	610	B. Communications and public relations	8,221.17	7,250.00		(971.17)
	620	C. Education and training	1,774.24	3,250.00		1,475.76
	630	D. Speech contests	589.89	2,400.00		1,810.31
	640	E. Administration	5,567.84	2,350.00		(3,217.84)
	660	F. Travel	7,737.17	8,375.00		637.83
	700	G. Other	301.01	625.00		323.99
		TOTAL EXPENSES	26,267.19	33,750.00	E	7,482.81
III.	570	LEADERSHIP INSTITUTE	(166.62)	600.00	F	766.62
IV.		DISTRICT STORE				
	450	1. Sales	674.54	750.00		75.46
	551	2. Purchases from WHQ	-	750.00		750.00
	559	3. Other store expenses	(143.37)	-		143.37
		DISTRICT STORE INCOME (LOSS), NET	531.17	1,500.00	G	968.83
V.	200	OUTSTANDING BILLS / OBLIGATIONS (Line 8 from page 2)	-	N/A	H	-
VI.		NET FUNDS AVAILABLE AT December 31, 2008	77,766.58	71,237.18	I	(6,529.40)

(D - E - F + G + H)

**TOASTMASTERS INTERNATIONAL  
MIDYEAR AUDIT REPORT - DISTRICT NO.  
FOR THE PERIOD JULY 1, 2008 - DECEMBER 31, 2008**

**V. DISTRICT FUNDS ANALYSIS (district share of membership dues)**

**ACTUAL**

1. Balance in district reserve account at World Headquarters on July 1, 2008  
18,779.56

2. Add: Membership income from WHQ  
32,174.98

3. SUB TOTAL  
50,954.54

4. DEDUCT: Funds requests from WHQ during July 1 to December 31  
 DEDUCT: Purchases from WHQ during July 1 to December 31  
(25,000.00)  
(5,460.92)

5. District reserve account balance on December 31, 2008 (line 3 minus line 4)  
 (This figure must agree with the district reserve statement at December 31, cell O14)  
20,493.62

**2008**

**2008**

**2008**

**ANALYSIS OF CASH BALANCE AS OF DECEMBER 31,** 2008

6. Reconciled balance in district local bank account(s) December 31, 2008  
 (Includes funds in any division, area or other accounts)  
57,272.96

7. ADD: Balance in district reserve account at World Headquarters (line 5 above)  
20,493.62

8. DEDUCT: Unpaid bills / obligations at December 31 (INPUT NEGATIVE NUMBER)  
[ ]

**TOTAL CASH AVAILABLE (agrees with page 1, Sec. VI, line I)**  
77,766.58

**TOASTMASTERS INTERNATIONAL  
MIDYEAR AUDIT REPORT - DISTRICT NO.  
FOR THE PERIOD JULY 1, 2008 - DECEMBER 31, 2008**

Page 3 of 4  
**District 6**

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)**

We have had a very successful year in keeping our overall expenses below budget. We expect to continue excellent expense control. The cooperation of everyone has been great.

**Marketing (Section II, A)**

The one area that we need to step up our activities is in new clubs. Economic conditions make this very difficult.

**Communications and public relations (Section II, B)**

The biggest area of expense in this area is the directory and digest. A higher percentage of expense in this area occurs in the fall. We expect to be slightly below budget at the end of the year.

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

While below budget in this area, we feel that officer training is proceeding smoothly.

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

More of our Speech Contests expenses have been covered by contest fees.

**Administration (Section II, E)**

We are above the budget in this area. Steps are being taken to improve expense control in this area.

**Travel (Section II, F)**

Our travel expenses are on schedule, and they include the travel expense for the the International Convention. Our second six month travel should be less.

**Other (Section II, G)**

We have not had any purchase of equipment, and we are saving by switching our Merchant Service provider.

**INSTRUCTIONS:**

1. Print out entire MidYear Treasurer's Report including narrative and certification sheet.
2. Obtain related signature below. **This certification page must be complete in order for the report to be considered received by WHQ.**
3. Mail original signed copy to WHQ, along with December monthly treasurer's report.
4. Due at WHQ by February 15, 2009

**NOTE:**

- Submit approved report to World Headquarters  
 Any one of the following methods is acceptable:
- \* Scan and email to [kvangunst@toastmasters.org](mailto:kvangunst@toastmasters.org)
  - \* Fax to 949-858-1207

Mail to:  
 Toastmasters International  
 Attn: Volunteer Support Services  
 P.O. Box 9052  
 Mission Viejo, CA 92690

**VI. CERTIFICATION**

District:

1. We, the undersigned members of the Audit Committee, have examined the records of District \_\_\_\_\_ for the six months from July 1, 2008 to December 31, 2008 and believe that this report properly reflects the operation for that period.

Dated this 13 day of February, 2009

*Jodi Schenk*  
 Chairman

*[Signature]*  
 Member

*Muel Fowler*  
 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 six months ending December 31, 2008 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 1, 2008 to December 31, 2008.

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

*Debra E. Watson*  
 District Governor (for the year audited)

*Dennis J. Rind*  
 District Treasurer (for the year audited)

