

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. Electronic signatures are not acceptable.
4. Distribute monthly reports per Toastmasters International protocol 6.4, to the district governor and lieutenant governors within 30 days after the end of the month.
5. **Quarter reports due to World Headquarters:**
 - * September Report: October 31.
 - * December (Audit) Report: February 28.
 - * March Report: April 30.
 - * June (Audit) Report: August 31.
6. Submit approved narratives and certification page to World Headquarters by email or fax:
 - * Scan and email the PDF to DistrictFinancialReports@toastmasters.org
 - * Or fax to (949) 589-3456

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)	<u>29.67</u>
Year to Date Net Income/(Loss)	<u>7,721.27</u>
Total Available Funds	<u>28,752.98</u>

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 2020-2021 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 2020-2021 term.

Dated this 24 day of January 2021
Kristin Hancock
 District Director (for the year audited)

[Signature]
 District Finance Manager (for the year audited)

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

We, the undersigned members of the Audit Committee, have examined the records of District 118 for the 2020-2021 term in accordance with the Audit Committee Guidelines* and believe that this report properly reflects the operation for that term.

Dated this 3 day of Feb 2021
Rosemary Lado
Maria Martinez-Risch

[Signature]
 Member

* Audit Committee Guidelines are available at the District Finance Corner: www.toastmasters.org/AuditGuide
 (NOTE: Audit committee members cannot be members of the district executive committee (e.g., district director, program quality director, or division director), nor can they be district director, secretary, finance manager, public relations officer, 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 Treasurer's 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. Delete the questions, and replace them with your narratives.

Membership Dues Allocation

The membership revenue is less than expected due to the October renewals being low. COVID and the resulting layoffs and furloughs have caused the loss of several corporate clubs. Other members have chosen to suspend membership until the clubs can meet in person again. Despite district membership incentives, overall new memberships are less than expected.

Conference Net Income/(Loss)

There was no conference in the 2nd quarter. The district is planning for an online conference in May of 2021.

Fundraising Net Income/(Loss)

N/A - there were no fundraising events and no revenue or expenses.

District Store Net Income/(Loss)

D115 does not have a district store.

Marketing Outside of Toastmasters

D115 focused on social media marketing in 2nd quarter and has no related expenses. The district budgeted for an outside media/advertising consultant. The PRM is currently researching possible consultants, but we have not yet hired one or spent any funds.

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Recognition

D115 held a Hall of Fame in 2nd quarter, on October 3.
Estimates of members earning trophies were slightly over actual awards earned. Many awards were earned and purchased last year and were not part of this budget.

Club Growth

D115 had kickoff meetings for 2 prospective clubs in 2nd quarter and prepared for additional incentives in 2021.
Incentives were ordered in January, so do not reflect in 2nd quarter. TI bucks left from last year were able to be used for all of the Smedley incentives, which reduced expenses.

Public Relations

D115 PRM is focused on promoting events and incentives and social media in 2nd quarter.
Budget includes cost of Canva and Constant Contact, invoices were billed directly to district credit card in Dec, but do not show up on Dec P&L. We expect costs will be reflected in January.

Education and Training

November DOT and monthly training opportunities for members, including Pathways training and DLC training were held in 2nd quarter.
No variance noted, all trainings were held online with no expenses

Speech Contests

N/A - no contests in 2nd quarter

Administration

Admin costs for 2nd quarter included printing and delivering Hall of Fame items.
Printing Invoice to have award plates printed locally was not in budget, but postage to mail awards was less than expected due to trio hand delivering many awards.

Food and Meals

Hall of Fame event in October of 2nd quarter included light refreshments.
No variance noted, food for event was donated.

Travel

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N/A - no travel due to COVID

Lodging
N/A - no lodging due to COVID

District 115
Profit & Loss - Traditional (Actual vs. Budget) (in USD)

Month Ending 12/31/2020			07/01/2020 Through 12/31/2020		
Actual	Budget	Variance	Actual	Budget	Variance
163.13	208.00	(44.87)	Revenue		
0.04	0.00	0.04	8,801.32	9,290.00	(488.68)
0.00	0.00	0.00	0.16	0.00	0.16
163.17	208.00	(44.83)	610.00	0.00	610.00
			Total Revenue	9,290.00	121.48
0.00	0.00	0.00	Expenses		
0.00	0.00	0.00	0.00	536.00	(536.00)
			1,027.48	1,175.00	(147.52)
0.00	0.00	0.00	(Trophies, Plaques, Ribbons & Certificates)		
0.00	0.00	0.00	0.00	125.00	(125.00)
47.15	0.00	47.15	7012-000000 - Supplies & Stationery Expense		
0.00	50.00	(50.00)	0.00	322.00	(322.00)
0.00	85.00	(85.00)	47.15	0.00	47.15
0.00	50.00	(50.00)	(46.33)	422.00	(468.33)
0.00	0.00	0.00	7034-000000 - Conference Calls & Webinars Expense		
0.00	200.00	(200.00)	0.00	490.00	(490.00)
86.35	95.80	(9.45)	0.00	1,450.00	(1,450.00)
133.50	480.80	(347.30)	0.00	223.00	(79.20)
29.87	(272.80)	302.47	143.80	223.00	(79.20)
			7044-000000 - Postage & Shipping Expense		
			0.00	1,786.50	(1,786.50)
			518.11	574.80	(56.69)
			7082-000000 - Incentives		
			7092-000000 - TI Allocation		
			Total Expenses	7,104.30	(5,414.09)
			Total Net Income	2,185.70	5,535.57

District 115
Available Funds (in USD)
Month Ending 12/31/2020

Available Funds

Cash & District Reserve	
Cash	
Cash - US Bank (5387)	5,307.69
Total Cash	<u>5,307.69</u>
District Reserve	28,626.19
Total Cash & District Reserve	<u>33,933.88</u>
Minimum District Reserve Required at Year End	<u>(5,180.90)</u>
Total Available Funds	<u>28,752.98</u>