

June  
2011

Canadian Dollar

CAD

USD

	Monthly	Y-T-D	Y-T-D
<b>District Reserve</b>			
<b>BALANCE IN DISTRICT RESERVE ACCOUNT AT WHQ:</b>			
Beginning of the month/year	40,472	15,627	15,999
Add: Membership Revenue	2,089	51,329	52,550
Less: Funds requests (NEGATIVE NUMBER)	(27,349)	(27,349)	(28,000)
Less: District orders (NEGATIVE NUMBER)	-	(24,395)	(24,975)
District reserve balance - End of the month (should tie to statement)	15,212	15,212	15,574
Restricted Balance (Retention for next year)	(12,502)	(12,502)	(12,799)
<b>Available reserve funds balance at month end</b>	<b>A 2,710</b>	<b>2,710</b>	<b>2,775</b>
<b>RECONCILED BALANCE IN DISTRICT LOCAL BANK ACCOUNTS</b>			
	<b>B</b>	<b>78,786</b>	<b>80,661</b>
<b>TOTAL FUNDS AVAILABLE</b>	<b>(A+B)</b>	<b>81,496</b>	<b>83,435</b>

	Monthly	Y-T-D	Y-T-D
<b>District Revenue</b>			
Membership Revenue (From District Reserve Statement)	2,089	51,329	52,550
Conference Revenue	4,033	93,765	95,996
Fundraising Revenue	-	-	-
TLI Revenue	2,526	6,913	7,077
District Store Revenue	3,303	20,917	21,415
Donations	-	-	-
Interest	-	-	-
Miscellaneous-Revenue	-	1,468	1,503
Total Revenue	11,950	174,392	178,541
<b>District Expenses</b>			
Conference Expenses	(1,023)	(92,739)	(94,945)
Fundraising Expense	-	-	-
TLI Expenses	(670) ^	(4,725)	(4,837)
District Store Expenses	(341)	(26,768)	(27,405)
Marketing (no limit*)	4%	(1,032)	(7,590)
Communications & Public Relations (25% max*)	0%	(1)	(400)
Education & Training (30% max*)	4%	(321)	(2,329)
Speech Contest (10% max*)	2%	(1,425)	(3,662)
Administration (20% max*)	2%	(973)	(4,072)
Travel (30% max*)	13%	(2,135)	(21,867)
Other Expenses (10% max*)	1%	(51)	(1,666)
Total Expense	(7,969)	(164,851)	(168,773)
<b>District Net Income/Loss</b>	<b>3,981</b>	<b>9,541</b>	<b>9,768</b>

\* 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.



Enter balances in local currency

CAD

**Local Banks Reconciliation**

Account #	100	105	110	115	120
Account Name Per Bank Statement	Main	Fall	Spring	Bookstore	
Bank Name	TD	TD	TD	TD	
Account #	100-Cash-TD-02975205168 -Cpte Principal	105-Cash-TD-02915208752- Conf. Automne	110-CASH-TD-02915208779 -Conf Printemps	115-Cash TD - 5211885 Bookstore	

**DISTRICT LOCAL BANK ACCOUNTS (First 5):**

	Total				
Bank Balance (Per monthly bank statements as of month's end)	85,568.27	44,426.14	18,384.62	14.36	22,743.15
All Outstanding Checks (INPUT NEGATIVE NUMBER)	(6,782.03)	(6,782.03)			
All Outstanding Deposits	-				
Book Balance as of current month's end	<u>78,786.24</u> (1)	<u>37,644.11</u>	<u>18,384.62</u>	<u>14.36</u>	<u>22,743.15</u> -

Account #	125	130	135	140	145
Account Name Per Bank Statement					
Bank Name					
Account #					

**DISTRICT LOCAL BANK ACCOUNTS (Second 5):**

	Total				
Bank Balance (Per monthly bank statements as of month's end)	-				
All Outstanding Checks (INPUT NEGATIVE NUMBER)	-				
All Outstanding Deposits	-				
Book Balance as of current month's end	<u>-</u> (2)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

**RECONCILED BALANCE**  
**IN DISTRICT LOCAL BANK ACCOUNTS: ▲** 78,786.24 (1)+(2)      80,661 Reconciled balance converted to U.S. dollars.

**Transaction Cash Flow**

Beginning Book Balance	49,652	Links to Prior Month's Bank Recon. tab
Fund Requests	27,242.67	Links to Transaction Register tab
Net Income/(Loss)	3,980.87	Links to Summary tab
	80,875.10	
<b>Reverse Non Local Bank Account Activity</b>		
Membership Revenue	(2,088.86)	Links to Summary tab
District Orders	-	Links to Transaction Register tab
▲ Ending Book Balance	<u>78,786.24</u>	

Check Box	
Funds Requested	27,242.67
District Orders	-
Net Income/(Loss)	3,980.87

This register is to account for all monthly cash transactions (for all bank accounts) and non-cash district orders. Enter all revenue (inflows) as a positive # and all expenses (outflows) as a negative #. All District Orders should be entered as a negative # using account number 695. District Reserve Funds received from WHQ should be entered as a positive # using account number 200.

Account #	Account Name	Transaction Date	Description	CAD	
				Amount	Check #
810	Admin-Stationery	07/06/2011	Stationery-Line Robin	(166.90)	868
720	Marketing-Rebuilding	07/06/2011	Lise Chenier- Pub	(349.18)	869
700	District Store expenses (not from TI)	07/06/2011	Raymond Aubin-Remboursement frais douane	(340.65)	870
850	Travel-District-Other district officers	07/06/2011	Km-Raymond Aubin	(146.50)	870
675	TLI-Meeting room	17/06/2011	Ottawa School Board	(468.95)	871
850	Travel-District-District officers	17/06/2011	Km-Pierre Croteau	(90.50)	872
705	Marketing-Building new clubs	17/06/2011	Business card Bishops University	(148.85)	873
840	Travel-District-Division governors	17/06/2011	Km-Raymond Brisebois	(247.50)	874
705	Marketing-Building new clubs	17/06/2011	Club Banner Morgan Stanley	(85.00)	875
835	Travel-District-District governor/lt. governors	17/06/2011	Km -Lise Blondin	(473.75)	876
665	TLI-Program and printing	17/06/2011	Mtl & Ottawa TLI Photocopy	(11.80)	876
630	Conference-Awards, certificates, etc.	17/06/2011	Engraving Spring conference	(22.80)	876
705	Marketing-Building new clubs	17/06/2011	Fees Rebuilding club	(40.00)	876
835	Travel-District-District governor/lt. governors	17/06/2011	Km-Norma Domey	(218.50)	877
820	Admin-Postage	17/06/2011	Stamps	(1.63)	877
835	Travel-District-District governor/lt. governors	17/06/2011	Hotel, train	(291.27)	877
705	Marketing-Building new clubs	17/06/2011	TM Charter	(137.00)	877
850	Travel-District-Other district officers	17/06/2011	Km- Leona Hamel	(90.50)	878
690	TLI-Other Expense	17/06/2011	TLI Fees	(103.96)	879
785	ET-Other Expense	17/06/2011	Educationals presentations Ottawa	-202.28	880
835	Travel-District-District governor/lt. governors	17/06/2011	Km-Beverley	(576.10)	880
815	Admin-Phone	17/06/2011	Telephone log	(74.45)	880
820	Admin-Postage	17/06/2011	Postage fees	(9.71)	880
830	Admin-Other Expense	17/06/2011	Hotel	(669.59)	880
890	Miscellaneous Expenses	17/06/2011	Mid year training fees	(50.52)	880
775	ET-Training division and area governors	17/06/2011	Toastmasters contest materials	(118.24)	880
710	Marketing-Membership growth	17/06/2011	Cherter development	(139.00)	880
800	SC-Awards and certificates	17/06/2011	trophies	(1,226.69)	880
805	SC-Other Expense	17/06/2011	Certificate	(17.47)	880
800	SC-Awards and certificates	17/06/2011	Trophies-Beverley	(180.40)	881
705	Marketing-Building new clubs	17/06/2011	Rebuliding club-Lynne Zander	(133.46)	882
690	TLI-Other Expense	17/06/2011	TLI Fees- Dorothy Berthelet	(33.86)	883
690	TLI-Other Expense	17/06/2011	TLI-Fees-Sylvain Gagne	(51.10)	884
565	TLI Revenue	22/06/2011	TLI-revenue Mtl	2,526.42	
830	Admin-Other Expense	30/06/2011	Bank fees+ Deposit error	(35.22)	
200	District Reserve Receivable	24/06/2011	Funds request from TI	27,242.67	
505	Conference-Member registrations	7/06/2011	Spring conference revenue	20.00	
830	Admin-Other Expense	30/06/2011	Bank fees	(15.64)	
645	Conference-Other Expenses	9/06/2011	Maison de création	(1,000.00)	45
505	Conference-Member registrations	13/06/2011	Fall conference Revenues	4,012.55	
570	District Store Revenue	20/06/2011	Bookstore Deposit	3,302.51	
755	CPR-Other-Expense		Error (cheque #860 was 49,40\$ but passeg 49,90\$)	(0.50)	

Funds Requested	-
District Orders	(10,917.04)

This register is linked to all April monthly cash transactions. This is for reference only.

Net Income/(Loss)	(7,002.16)
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Account #	Account Name	Transaction Date	Description	CAD	
				Amount	Check #
835	Travel-District-District governor/lt. governors	30/04/2011	Travel Lise (Km, Chicago)	(622.45)	852
665	TLI-Program and printing	30/04/2011	Montreal & Ottawa TLI	(67.07)	852
710	Marketing-Membership growth	30/04/2011	Salon Ma carriere, Car magnet	(430.52)	852
725	Marketing-Recognition	30/04/2011	Engraving plaque Spring conference	(130.53)	852
705	Marketing-Building new clubs	30/04/2011	Pierre Croteau Fees Bishop's university	(135.75)	853
675	TLI-Meeting room	30/04/2011	TLI-Local St-James the Apostle	(80.00)	854
845	Travel-District-Area governors	30/04/2011	Raymond Brisebois	(128.75)	855
			Spring conference		
620	Conference-Audiovisual equipment	30/04/2011	Samusic (depot)	(170.89)	34
620	Conference-Audiovisual equipment	30/04/2011	Samusic Balance	(398.74)	35
620	Conference-Audiovisual equipment	30/04/2011	JA Gamache	(569.63)	36
620	Conference-Audiovisual equipment	30/04/2011	DE Systems	(703.71)	37
620	Conference-Audiovisual equipment	30/04/2011	Advantage	(5,575.14)	38
505	Conference-Member registrations	30/04/2011	Total deposits of april	9,863.37	
695	District Store expenses (District Orders only)	04/18/2011		9000099026	(1,932.63)
695	District Store expenses (District Orders only)	04/08/2011		9000099044	(408.63)
695	District Store expenses (District Orders only)	04/21/2011		9000113121	(2,073.21)
695	District Store expenses (District Orders only)	04/21/2011		9000113147	(1,978.47)
695	District Store expenses (District Orders only)	04/21/2011		9000113166	(4,524.10)
570	District Store Revenue	13/04/2011	Deposit Librairie	498.65	
625	Conference-Hotel / meeting room expenses		Fall Conference	(500.00)	85

Funds Requested	-
District Orders	-

This register is linked to all May monthly cash transactions. This is for reference only.

Net Income/(Loss)	(9,193.60)
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Account #	Account Name	Transaction Date	Description	CAD	
				Amount	Check #
850	Travel-District-Other district officers	27/05/2011	Km Line Robin	(66.25)	856
830	Admin-Other Expense	27/05/2011	Area 30 contest Room Rental	(33.45)	857
850	Travel-District-Other district officers	27/05/2011	Travel Bishops Univ.	(181.00)	858
815	Admin-Phone	27/05/2011	Videotron Long distance Committee	(6.70)	858
675	TLI-Meeting room	27/05/2011	College Rosemont	(500.00)	859
755	CPR-Other-Expense	27/05/2011	UPS	(49.40)	860
845	Travel-District-Area governors	27/05/2011	Travel-Catherine Levesque	(913.94)	861
710	Marketing-Membership growth	27/05/2011	Expoz	(683.55)	862
835	Travel-District-District governor/lt. governors	27/05/2011		(3,979.78)	863
		27/05/2011	Cheque canceled		864
		27/05/2011	Cheque canceled		865
725	Marketing-Recognition	27/05/2011	Remboursement Tickets conf. printemps	(769.96)	866
785	ET-Other Expense	27/05/2011	Travel-Fran Watson	(58.25)	867
565	TLI Revenue	30/05/2011	TLI -Mtl	243.61	
540	Conference-Other Revenue	30/05/2011	Transfert from Fall Bank Account	10,608.28	
540	Conference-Other Revenue	30/05/2011	Transfer from Spring account (petty cash)	1,000.00	
			Fall Conference		
645	Conference-Other Expenses	27/05/2011	Remboursement profit to main account	(10,608.28)	86
615	Conference-Programs and printing	27/05/2011	Ottawa Citizen	(133.34)	87
505	Conference-Member registrations	27/05/2011	Total deposit	15,329.96	
890	Miscellaneous Expenses	31/05/2011	bank fees	(9.50)	
505	Conference-Member registrations	06/05/2011	Cheque NSF R. Aubin	(320.00)	
			Spring conference		
645	Conference-Other Expenses	27/05/2011	Remb. Avance de fond to main account	(1,000.00)	39
645	Conference-Other Expenses	27/05/2011	Angie-Arciero Remb. Expenses	(1,470.64)	40
645	Conference-Other Expenses	27/05/2011	Brigitte Tanguay-Remb. Expenses	(581.65)	41
645	Conference-Other Expenses	27/05/2011	SA360-Samajan	(6,027.53)	42
625	Conference-Hotel / meeting room expenses	27/05/2011	Manoir St-Sauveur	(18,681.68)	43
505	Conference-Member registrations	31/05/2011	Total deposit	4,304.64	
570	District Store Revenue	31/05/2011	total deposit librairie	3,457.95	



CAD			ACCT #	ACCOUNT NAME	CAD		
MONTH	Y-T-D				ACTUAL	BUDGET	VARIANCE
ACTUAL	BUDGET	VARIANCE					
2,089	2,108	(19)		500 Membership Revenue	51,051	53,677	(2,626)
				<b>Conferences</b>			
4,033	-	4,033		505 Conference-Member registrations	82,157	52,750	29,407
-	-	-		510 Conference-Spouse / guest registrations	-	-	-
-	-	-		515 Conference-Late registrations	-	48,300	(48,300)
-	-	-		520 Conference-Luncheon tickets	-	1,280	(1,280)
-	-	-		525 Conference-Banquet tickets	-	-	-
-	-	-		530 Conference-Speech contest	-	-	-
-	-	-		535 Conference-Raffle	-	-	-
-	-	-		540 Conference-Other Revenue	11,608	-	11,608
4,033	-	4,033		Total Revenue	93,765	102,330	(8,565)
-	-	-		610 Conference-supplies (not from TI)	-	(1,500)	1,500
-	-	-		615 Conference-Programs and printing	(1,306)	(3,785)	2,479
-	-	-		620 Conference-Audiovisual equipment	(13,288)	(11,000)	(2,288)
-	-	-		625 Conference-Hotel / meeting room expenses	(53,500)	-	(53,500)
(23)	-	(23)		630 Conference-Awards, certificates, etc.	(296)	(400)	104
-	-	-		635 Conference-Postage	(45)	-	(45)
-	-	-		640 Conference-Meal expense	-	(71,083)	71,083
(1,000)	-	(1,000)		645 Conference-Other Expenses	(24,304)	(12,367)	(11,937)
(1,023)	-	(1,023)		Total Expense	(92,739)	(100,135)	7,396
3,010	-	3,010		Net Income/(Loss) from Conferences	1,027	2,195	(1,168)
				<b>Fundraising</b>			
-	-	-		545 Fundraising Revenue-Event 1	-	4,500	(4,500)
-	-	-		550 Fundraising Revenue-Event 2	-	1,500	(1,500)
-	-	-		555 Fundraising Revenue-Event 3	-	-	-
-	-	-		560 Fundraising Revenue-Additional Events	-	-	-
-	-	-		Total Revenue	-	6,000	(6,000)
-	-	-		650 Fundraising Expense	-	(4,000)	4,000
-	-	-		Total Expense	-	(4,000)	4,000
-	-	-		Net Income/(Loss) from Fundraising	-	2,000	(2,000)
				<b>Leadership Institute (TLI)</b>			
2,526	5,550	(3,024)		565 TLI Revenue	6,913	11,100	(4,187)
2,526	5,550	(3,024)		Total Revenue	6,913	11,100	(4,187)
-	(1,250)	1,250		660 TLI-Supplies (not from TI)	(39)	(2,500)	2,461
(12)	(250)	238		665 TLI-Program and printing	(179)	(500)	321

CAD			CAD		
MONTH			Y-T-D		
ACTUAL	BUDGET	VARIANCE	ACTUAL	BUDGET	VARIANCE
-	(50)	50	-	(100)	100
(469)	(3,750)	3,281	(3,671)	(7,500)	3,829
-	(50)	50	-	(100)	93
-	-	-	-	-	-
(189)	-	(189)	(829)	-	(829)
(670)	(5,350)	4,680	(4,725)	(10,700)	5,975
<u>1,857</u>	<u>200</u>	<u>1,657</u>	<u>2,188</u>	<u>400</u>	<u>1,788</u>
3,303	1,600	1,703	20,917	16,050	4,867
3,303	1,600	1,703	20,917	16,050	4,867
-	(1,200)	1,200	(24,975)	(16,025)	(8,950)
(341)	-	(341)	(1,793)	-	(1,793)
(341)	(1,200)	859	(26,768)	(16,025)	(10,743)
<u>2,962</u>	<u>400</u>	<u>2,562</u>	<u>(5,851)</u>	<u>25</u>	<u>(5,876)</u>
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	1,468	-	1,468
-	-	-	1,468	-	1,468
(544)	(300)	(244)	(795)	(2,400)	1,605
(139)	(700)	561	(1,965)	(6,975)	5,010
-	-	-	(1,520)	(325)	(1,195)
(349)	-	(349)	(514)	(680)	166
-	(280)	280	(2,092)	(2,812)	720
-	-	-	(528)	-	(528)
(1,032)	(1,280)	248	(7,413)	(13,192)	5,778
-	(10)	10	-	(100)	100
-	-	-	(11)	(400)	389
-	-	-	-	-	-
-	(60)	60	-	(600)	600
(1)	-	(1)	(380)	(1,400)	1,020
(1)	(70)	70	(391)	(2,500)	2,109
-	-	-	-	(2,850)	2,850
-	-	-	(30)	(363)	333
-	-	-	-	-	-
(118)	-	(118)	(1,944)	(2,360)	416

CAD			ACCT # ACCOUNT NAME	CAD		
MONTH				Y-T-D		
ACTUAL	BUDGET	VARIANCE		ACTUAL	BUDGET	VARIANCE
-	(200)	200	780 ET-Distinguished areas and divisions	-	(760)	760
(202)	(100)	(102)	785 ET-Other Expense	(301)	(1,180)	879
(321)	(300)	(21)	Total Education and Training	(2,275)	(7,513)	5,238
			<b>Speech Contest</b>			
(1,407)	-	(1,407)	800 SC-Awards and certificates	(2,546)	(2,900)	354
(17)	(480)	463	805 SC-Other Expense	(1,031)	(1,400)	369
(1,425)	(480)	(945)	Total Speech Contest	(3,577)	(4,300)	723
			<b>Administration</b>			
(167)	-	(167)	810 Admin-Stationery	(423)	-	(423)
(74)	35	(109)	815 Admin-Phone	(81)	310	(391)
(11)	-	(11)	820 Admin-Postage	(443)	-	(443)
-	-	-	825 Admin-Website	-	-	-
(720)	-	(720)	830 Admin-Other Expense	(3,030)	(2,740)	(290)
(973)	35	(1,008)	Total Administration	(3,977)	(2,430)	(1,547)
			<b>Travel</b>			
(1,560)	(1,400)	(160)	835 Travel-District-District governor/lt. governors	(9,572)	(7,500)	(2,072)
(248)	(1,125)	878	840 Travel-District-Division governors	(3,697)	(4,275)	578
-	(800)	800	845 Travel-District-Area governors	(2,089)	(5,965)	3,876
(328)	(100)	(228)	850 Travel-District-Other district officers	(1,213)	(7,365)	6,152
-	-	-	855 Travel-Intrnl Convtn-District governor	(1,928)	(1,870)	(58)
-	-	-	860 Travel-Intrnl Convtn-Lt. governor education & training	(1,260)	(1,860)	600
-	-	-	865 Travel-Intrnl Convtn-Lt. governor marketing	(512)	(1,860)	1,348
-	-	-	870 Travel-Intrnl Convtn-Immediate past district governor	(1,089)	(1,930)	841
(2,135)	(3,425)	1,290	Total Travel	(21,359)	(32,625)	11,266
			<b>Other Expense</b>			
-	-	-	880 Equipment purchase	(490)	65	(555)
(51)	-	(51)	890 Miscellaneous Expenses	(1,138)	-	(1,138)
(51)	-	(51)	Total Other Expense	(1,627)	65	(1,692)
			<b>Net Income/(Loss)</b>			
3,981	(2,812)	6,793		9,263	(4,198)	13,461

USD			ACCT # ACCOUNT NAME	USD		
MONTH	Y-T-D					
ACTUAL	BUDGET	VARIANCE	ACTUAL	BUDGET	VARIANCE	
2,139	2,158	(20)	500 Membership Revenue	52,265	54,954	(2,689)
			<b>Conferences</b>			
4,128	-	4,128	505 Conference-Member registrations	84,112	54,005	30,107
-	-	-	510 Conference-Spouse / guest registrations	-	-	-
-	-	-	515 Conference-Late registrations	-	49,449	(49,449)
-	-	-	520 Conference-Luncheon tickets	-	1,310	(1,310)
-	-	-	525 Conference-Banquet tickets	-	-	-
-	-	-	530 Conference-Speech contest	-	-	-
-	-	-	535 Conference-Raffle	-	-	-
-	-	-	540 Conference-Other Revenue	11,884	-	11,884
4,128	-	4,128	Total Revenue	95,996	104,764	(8,768)
-	-	-	610 Conference-supplies (not from TI)	-	(1,536)	1,536
-	-	-	615 Conference-Programs and printing	(1,337)	(3,875)	2,538
-	-	-	620 Conference-Audiovisual equipment	(13,604)	(11,262)	(2,342)
-	-	-	625 Conference-Hotel / meeting room expenses	(54,773)	-	(54,773)
(23)	-	(23)	630 Conference-Awards, certificates, etc.	(303)	(410)	107
-	-	-	635 Conference-Postage	(46)	-	(46)
-	-	-	640 Conference-Meal expense	-	(72,774)	72,774
(1,024)	-	(1,024)	645 Conference-Other Expenses	(24,882)	(12,661)	(12,221)
(1,047)	-	(1,047)	Total Expense	(94,945)	(102,517)	7,572
3,081	-	3,081	Net Income/(Loss) from Conferences	1,051	2,247	(1,196)
			<b>Fundraising</b>			
-	-	-	545 Fundraising Revenue-Event 1	-	4,607	(4,607)
-	-	-	550 Fundraising Revenue-Event 2	-	1,536	(1,536)
-	-	-	555 Fundraising Revenue-Event 3	-	-	-
-	-	-	560 Fundraising Revenue-Additional Events	-	-	-
-	-	-	Total Revenue	-	6,143	(6,143)
-	-	-	650 Fundraising Expense	-	(4,095)	4,095
-	-	-	Total Expense	-	(4,095)	4,095
-	-	-	Net Income/(Loss) from Fundraising	-	2,048	(2,048)
			<b>Leadership Institute (TLI)</b>			
2,587	5,682	(3,096)	565 TLI Revenue	7,077	11,364	(4,287)
2,587	5,682	(3,096)	Total Revenue	7,077	11,364	(4,287)
-	(1,280)	1,280	660 TLI-Supplies (not from TI)	(40)	(2,559)	2,520

USD			USD		
MONTH			Y-T-D		
ACTUAL	BUDGET	VARIANCE	ACTUAL	BUDGET	VARIANCE
(12)	(256)	244	(183)	(512)	328
-	(51)	51	-	(102)	102
(480)	(3,839)	3,359	(3,759)	(7,678)	3,920
-	(51)	51	(7)	(102)	95
-	-	-	-	-	-
(193)	-	(193)	(849)	-	(849)
(686)	(5,477)	4,792	(4,837)	(10,955)	6,117
1,901	205	1,696	2,240	410	1,830
3,381	1,638	1,743	21,415	16,432	4,983
3,381	1,638	1,743	21,415	16,432	4,983
-	(1,229)	1,229	(25,570)	(16,406)	(9,163)
(349)	-	(349)	(1,835)	-	(1,835)
(349)	(1,229)	880	(27,405)	(16,406)	(10,999)
3,032	410	2,623	(5,990)	26	(6,016)
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	1,503	-	1,503
-	-	-	1,503	-	1,503
(557)	(307)	(250)	(813)	(2,457)	1,644
(142)	(717)	574	(2,012)	(7,141)	5,129
-	-	-	(1,556)	(333)	(1,223)
(357)	-	(357)	(526)	(696)	170
-	(287)	287	(2,141)	(2,878)	737
-	-	-	(540)	-	(540)
(1,057)	(1,310)	253	(7,590)	(13,505)	5,916
-	(10)	10	-	(102)	102
-	-	-	(11)	(410)	399
-	-	-	-	-	-
-	(61)	61	-	(614)	614
(1)	-	(1)	(389)	(1,433)	1,044
(1)	(72)	71	(400)	(2,559)	2,159
-	-	-	-	(2,918)	2,918
-	-	-	(30)	(372)	341
-	-	-	-	-	-

USD				USD		
MONTH			ACCT # ACCOUNT NAME	Y-T-D		
ACTUAL	BUDGET	VARIANCE		ACTUAL	BUDGET	VARIANCE
(121)	-	(121)	775 ET-Training division and area governors	(1,991)	(2,416)	426
-	(205)	205	780 ET-Distinguished areas and divisions	-	(778)	778
(207)	(102)	(105)	785 ET-Other Expense	(308)	(1,208)	900
(328)	(307)	(21)	Total Education and Training	(2,329)	(7,692)	5,363
			<b>Speech Contest</b>			
(1,441)	-	(1,441)	800 SC-Awards and certificates	(2,607)	(2,969)	362
(18)	(491)	474	805 SC-Other Expense	(1,056)	(1,433)	378
(1,458)	(491)	(967)	Total Speech Contest	(3,662)	(4,402)	740
			<b>Administration</b>			
(171)	-	(171)	810 Admin-Stationery	(433)	-	(433)
(76)	36	(112)	815 Admin-Phone	(83)	317	(400)
(12)	-	(12)	820 Admin-Postage	(454)	-	(454)
-	-	-	825 Admin-Website	-	-	-
(738)	-	(738)	830 Admin-Other Expense	(3,102)	(2,805)	(297)
(996)	36	(1,032)	Total Administration	(4,072)	(2,488)	(1,584)
			<b>Travel</b>			
(1,597)	(1,433)	(163)	835 Travel-District-District governor/lt. governors	(9,800)	(7,678)	(2,122)
(253)	(1,152)	898	840 Travel-District-Division governors	(3,785)	(4,377)	592
-	(819)	819	845 Travel-District-Area governors	(2,139)	(6,107)	3,968
(335)	(102)	(233)	850 Travel-District-Other district officers	(1,241)	(7,540)	6,299
-	-	-	855 Travel-Intrnl Convtn-District governor	(1,974)	(1,914)	(59)
-	-	-	860 Travel-Intrnl Convtn-Lt. governor education & training	(1,289)	(1,904)	615
-	-	-	865 Travel-Intrnl Convtn-Lt. governor marketing	(524)	(1,904)	1,380
-	-	-	870 Travel-Intrnl Convtn-Immediate past district governor	(1,115)	(1,976)	861
(2,185)	(3,506)	1,321	Total Travel	(21,867)	(33,401)	11,534
			<b>Other Expense</b>			
-	-	-	880 Equipment purchase	(501)	67	(568)
(52)	-	(52)	890 Miscellaneous Expenses	(1,165)	-	(1,165)
(52)	-	(52)	Total Other Expense	(1,666)	67	(1,732)
			<b>Net Income/(Loss)</b>			
4,076	(2,879)	6,954		9,484	(4,297)	13,781

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.)

	CAD		
	\$ Over(Under) Budget	Variance %	
<b>Membership Income/(Loss)</b>	Variance \$ (2,626)	-5%	<b>EXPLAIN</b>
We has less members than expected. In the original budget we have registered the estimate amount that Toastmasters International gave us.			
<b>Conference Net Income/(Loss)</b>	Variance \$ (1,168)	-53%	<b>EXPLAIN</b>
We have planned to have at least 300 attendees per conference. We had a lot less attendees than expected at the Spring Conference.			
<b>Fundraising Net Income/(Loss)</b>	Variance \$ (2,000)	-100%	<b>EXPLAIN</b>
There were no fundraising activities. We had planned to make some activities but at the end, these projects did not happened. We were struggling with membership and we have decided to put all our efforts into membership and building new clubs.			
<b>TLI Net Income/(Loss)</b>	Variance \$ 1,788	447%	<b>EXPLAIN</b>
We were expecting to have more donation at the TLI, we had less donation than expected.			
<b>District Store - Net Income/(Loss)</b>	Variance \$ (5,876)	-23503%	<b>EXPLAIN</b>
Overall, we sold less than expected. We had planned to sell more products at the Spring conference. Due to the fact that we had less attendees, we didn't sell what we had planned. Also the district bookstore ordered the materiel they used to sell. They realized that the members were not purchasing the same products and we have more materiel left in the inventory.			
<b>Other Revenue</b>	Variance \$ 1,468	100%	<b>EXPLAIN</b>
\$1468 were additional revenue received from contests and other educational events.			

Following is a brief description/explanation of the Y-T-D actual income/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 WHO. 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.)

	CAD		
	\$ Over(Under)	Budget	Variance %
<b>Marketing</b>	Variance \$	5,778	-44% EXPLAIN
<p>We didn't spend what we had planned. However at the end of the year we had an incentive for the clubs that have recruited new members. The incentive was to give one complimentary registration for Vikas Jhingran boot camp at the Fall conference per member registered between June 17 to June 30, 2011. This is a value of 30\$ per registration. We had 140 new members for a total value of 4200\$. This money will be transferred in the Fall conference account. This will be part of the unpaid bills that we have to declare.</p>			
<b>Communications and public relations</b>	Variance \$	2,109	-84% EXPLAIN
<p>We had planned to purchase more promotionnal materiel and to attend to more events. We wanted to attend to a Fair in Ottawa and possibly in Quebec city but it didn't happened.</p>			
<b>Education and training</b>	Variance \$	5,238	-70% EXPLAIN
<p>2850\$ was budgeted for the mid year training but the money was taken from the district reserve. Also, we spend less than budgeted for District officer training at DEC meeting. We had a free venue a few times and it saved us money. We didn't spend what we have budgeted for the Distinguished Areas and Divisions (760\$) . We also had budgeted 375\$ to advertise Youth Leadership Program, we didn't spend that money.</p>			
<b>Speech contests</b>	Variance \$	723	-17% EXPLAIN
<p>In the prior years, we supplied our Area and Division Governors with all the forms required to hold the contest in French. This year we refered them to our website to download the documents instead of supplying them the copies. Also the certificates and trophies cost less than the prior years.</p>			
<b>Administration</b>	Variance \$	(1,547)	64% EXPLAIN
<p>The postage is supposed to go under PR postage code 750. Also, the customs fees are a lot higher than last year. It doesn't seem that our district had to pay custom on every order we received from Toastmasters International last year. This year, we are paying a lot more. We didn't budget any stationary, we had to purchased a few items such as a recording machine and had some of the audio material repaired. This wasn't budgeted.</p>			
<b>Travel</b>	Variance \$	11,266	-35% EXPLAIN
<p>Every year we exceed the amount budgeted in the travelling. This is the first time in many years that we didn't spend the amount that we have budgeted. The Area and Division Governors carpooled more than prior years. Also, it cost less than budgeted for the travelling of the District Governor, the Lieutenant-Governors and the Immediate past District Governor for the travelling to the International convention.</p>			
<b>Other Expense</b>	Variance \$	(1,692)	-2603% EXPLAIN
<p>In reference to our 3rd quarter report narrative, some expenses were not registered in the right code, we were unable unable to change codes.</p>			

**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

<b>CAD</b>	
(From Variance to Budget Detail tab)	
<b>Net Income/(Loss)</b>	
<b>Monthly</b>	<b>Y-T-D</b>
<b>3,981</b>	<b>9,263</b>

<b>CAD</b>	
(From Summary tab)	
<b>TOTAL FUNDS AVAILABLE</b>	
<b>At Month End</b>	
<b>81,496</b>	

**District:**

1. We, the undersigned members of the Audit Committee, have examined the records of District 100 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 \_\_\_\_\_ day of \_\_\_\_\_,

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

\* Audit Committee Guidelines are available at the District Finance Corner. [www.toastmasters.org/AuditGuide.aspx](http://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 \_\_\_\_\_ day of \_\_\_\_\_,

\_\_\_\_\_  
District Governor (for the year audited)

\_\_\_\_\_  
District Treasurer (for the year audited)

Chart of Accounts

Account #	Account Name	Notes
100	TD - 100-Cash-TD- 02975205168 -Cpte Principal : Main	For main district bank account. (Bank account names are linked to the Local Bank Reconciliation tab.)
105	TD - 105-Cash-TD-02915208752- Conf. Automne : Fall	For Division Accounts, Area Accounts, saving accounts and all other account used for District funds
110	TD - 110-CASH-TD- 02915208779 -Conf Printemps : Sp	For Division Accounts, Area Accounts, saving accounts and all other account used for District funds
115	TD - 115-Cash TD - 5211885 Bookstore : Bookstore	For Division Accounts, Area Accounts, saving accounts and all other account used for District funds
120	- :	For Division Accounts, Area Accounts, saving accounts and all other account used for District funds
125	- :	For Division Accounts, Area Accounts, saving accounts and all other account used for District funds
130	- :	For Division Accounts, Area Accounts, saving accounts and all other account used for District funds
135	- :	For Division Accounts, Area Accounts, saving accounts and all other account used for District funds
140	- :	For Division Accounts, Area Accounts, saving accounts and all other account used for District funds
145	- :	For Division Accounts, Area Accounts, saving accounts and all other account used for District funds
200	District Reserve Receivable	Use this account number for all funds requests. (See instructions tab on monthly reports for more information.)
305	Accrued Liabilities	Use of this account is to account for unpaid bills in the months of December and June only. (See instructions tab on monthly reports for mo
500	Member Revenue	Use this account to track membership income earned per the monthly district statement received from WHQ.
505	Conference-Member registrations	Use this account to track revenue received from this function.
510	Conference-Spouse / guest registrations	Use this account to track revenue received from this function.
515	Conference-Late registrations	Use this account to track revenue received from this function.
520	Conference-Luncheon tickets	Use this account to track revenue received from this function.
525	Conference-Banquet tickets	Use this account to track revenue received from this function.
530	Conference-Speech contest	Use this account to track revenue received from this function.
535	Conference-Raffle	Use this account to track revenue received from this function.
540	Conference-Other Revenue	Use this account to track revenue received from this function.
545	Fundraising Revenue-Event 1	Use this account to track revenue received from this function.
550	Fundraising Revenue-Event 2	Use this account to track revenue received from this function.
555	Fundraising Revenue-Event 3	Use this account to track revenue received from this function.
560	Fundraising Revenue-Additional Events	Use this account to track revenue received from this function, not accounted for in account 545, 550, and 555.
565	TLI Revenue	Use this account to track revenue received from this function.
570	District Store Revenue	Use this account to track revenue received from this function.
575	Donations	Use this account to track revenue received from this function.
580	Interest	Use this account to track revenue received from this function.
585	Miscellaneous-Revenue	Use this account to track revenue received from this function.
610	Conference-supplies (not from TI)	Use this account to track expenses from this function.
615	Conference-Programs and printing	Use this account to track expenses from this function.
620	Conference-Audiovisual equipment	Use this account to track expenses from this function.
625	Conference-Hotel / meeting room expenses	Use this account to track expenses from this function.
630	Conference-Awards, certificates, etc.	Use this account to track expenses from this function.
635	Conference-Postage	Use this account to track expenses from this function.
640	Conference-Meal expense	Use this account to track expenses from this function.
645	Conference-Other Expenses	Use this account to track expenses from this function.
650	Fundraising Expense	Use this account to track expenses from this function.
660	TLI-Supplies (not from TI)	Use this account to track expenses from this function.
665	TLI-Program and printing	Use this account to track expenses from this function.
670	TLI-Audiovisual equipment	Use this account to track expenses from this function.
675	TLI-Meeting room	Use this account to track expenses from this function.
680	TLI-Awards, certificates	Use this account to track expenses from this function.
685	TLI-Postage	Use this account to track expenses from this function.
690	TLI-Other Expense	Use this account to track expenses from this function.
695	District Store expenses (District Orders only)	Use this account to track all orders listed on the monthly district statement from WHQ
700	District Store expenses (not from TI)	Use this account to track expenses from the district store other than district orders.
705	Marketing-Building new clubs	Use this account to track expenses from this function.
710	Marketing-Membership growth	Use this account to track expenses from this function.
715	Marketing-Club coaches	Use this account to track expenses from this function.
720	Marketing-Rebuilding	Use this account to track expenses from this function.
725	Marketing-Recognition	Use this account to track expenses from this function.
730	Marketing-Other Expense	Use this account to track expenses from this function.
735	CPR-District newsletter	Use this account to track expenses from this function.
740	CPR-Web page	Use this account to track expenses from this function.
745	CPR-Directory	Use this account to track expenses from this function.
750	CPR-Postage	Use this account to track expenses from this function.
755	CPR-Other-Expense	Use this account to track expenses from this function.
760	ET-Mid Year Training Registration Fees (Top 3)	Use this account to track expenses from this function.
765	ET-Distinguished clubs	Use this account to track expenses from this function.
770	ET-Training club officers	Use this account to track expenses from this function.
775	ET-Training division and area governors	Use this account to track expenses from this function.
780	ET-Distinguished areas and divisions	Use this account to track expenses from this function.
785	ET-Other Expense	Use this account to track expenses from this function.
800	SC-Awards and certificates	Use this account to track expenses from this function.
805	SC-Other Expense	Use this account to track expenses from this function.
810	Admin-Stationery	Use this account to track expenses from this function.
815	Admin-Phone	Use this account to track expenses from this function.
820	Admin-Postage	Use this account to track expenses from this function.
825	Admin-Website	Use this account to track expenses from this function.
830	Admin-Other Expense	Use this account to track expenses from this function.
835	Travel-District-District governor/lr. governors	Use this account to track expenses from this function.
840	Travel-District-Division governors	Use this account to track expenses from this function.
845	Travel-District-Area governors	Use this account to track expenses from this function.
850	Travel-District-Other district officers	Use this account to track expenses from this function.
855	Travel-Intrnl Convtn-District governor	Use this account to track expenses from this function.
860	Travel-Intrnl Convtn-Lt. governor education & training	Use this account to track expenses from this function.
865	Travel-Intrnl Convtn-Lt. governor marketing	Use this account to track expenses from this function.
870	Travel-Intrnl Convtn-Immediate past district governor	Use this account to track expenses from this function.
880	Equipment purchase	Use this account to track expenses from this function.
890	Miscellaneous Expenses	Use this account to track expenses from this function.