

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 or fax:
 - * Scan and email the PDF to DistrictFinancialReports@toastmasters.org
 - * Or fax to +1 (303) 799-7753

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	\$\$
Monthly Net Income/(Loss)	<u>(362.59)</u>
Year to Date Net Income/(Loss)	<u>(12,368.03)</u>
Total Available Funds	<u>8,075.78</u>

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 2021-2022 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 2021-2022 term.

Dated this 2 day of September

Donna Rice DTM DD
 District Director (for the year audited)

Sam M...
 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 58 for the 2021-2022 term in accordance with the Audit Committee Guidelines* and believe that this report properly reflects the operation for that term.

Dated this 22 day of September

Matt Stacy
 Chairman

Member _____ 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, club growth director, immediate past district director, secretary, finance manager, public relations officer, division directors, area directors).

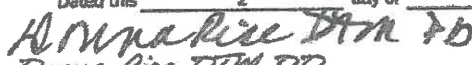
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 District Director (for the year audited)


 District Finance Manager (for the year audited)

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 Chairman


 Member

Member

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Phillip Fuller
 Member

 Member

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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

Please provide some insight on what may have caused the variance between actual vs. budget? District 58 was affected by COVID. In the middle of the state, for the entire Toastmasters year, the clubs could not find a place to meet face to face. Many people looking to improve their speaking skills are looking for a face to face experience.

Conference Net Income/(Loss)

Are the conference expenses in line with what was budgeted? No, they exceeded what was budgeted
Is there any reason to believe the conference may lose money? No, but it did
Were there any unexpected expenses? Were there any unexpected revenues? The conference is contracted 12-18 months before the event. No actual food expenses are in the contract. If we don't like what the hotel proposes, and don't honor the contract, we lose even more money.
Please provide some insight on what may have caused the variance between actual vs. budget? Less people attended than

Fundraising Net Income/(Loss)

What events were held this month? None . The District does not have fundraisers.
Were these events budgeted? No
How will the funds be used? N/A
Please provide some insight on what may have caused the variance between actual vs. budget?

District Store Net Income/(Loss)

Were there any unexpected expenses? Were there any unexpected revenues? The District bought items to have for the Conference so members could purchase items. There were less people attended than anticipated. We hoped COVID would not affect the conference, but it did.
Please provide some insight on what may have caused the variance between actual vs. budget? less people attended than anticipated. We hoped COVID would not affect the conference, but it did.

Marketing Outside of Toastmasters

What is the main focus for your district this month? In June, we are concentrating on the handoff from current leadership to new leadership. Not much happens except to encourage Area and Division Directors to keep working to help clubs become Distinguished.
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Recognition

What is the main focus for your district this month? Membership retention and growth- members who have guests and convert those guests to members.
What events were held this quarter? Open houses
Were there any unexpected expenses? No
Please provide some insight on what may have caused the variance between actual vs. budget? Not as many guests converted to members as we expected

Club Growth

What is the main focus for your district this month? Membership retention and growth- members who have guests and convert those guests to members.
What events were held this month? Open houses
Were there any unexpected expenses? no
Please provide some insight on what may have caused the variance between actual vs. budget? Not as many guests converted to members as we expected

Public Relations

What is the main focus for your district this month? Getting guests into meetings and converting to members
What events were held this month? Open houses
Were there any unexpected expenses? no
Please provide some insight on what may have caused the variance between actual vs. budget? none

Education and Training

What is the main focus for your district this month? N/A
What events were held this month? N/A
Were there any unexpected expenses? no
Please provide some insight on what may have caused the variance between actual vs. budget? N/A

Speech Contests

What is the main focus for your district this month? N/A
What events were held this quarter? N/A
Were there any unexpected expenses? N/A
Please provide some insight on what may have caused the variance between actual vs. budget? none

Administration

What is the main focus for your district this month? N/A
What events were held this month? N/A
Please provide some insight on what may have caused the variance between actual vs. budget? none

Food and Meals

What events were held this month? N/A
Were there any unexpected expenses? the variance between actual vs. budget? No

Travel

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What is the main focus for your district this month? none
What events were reimbursed for this month? none
Were there any unexpected expenses? no
Please provide some insight on what may have caused the variance between actual vs. budget? none

Lodging

What events were reimbursed for this month? none
Were there any unexpected expenses? none
Please provide some insight on what may have caused the variance between actual vs. budget? None