



**TOASTMASTERS INTERNATIONAL  
 YEAR END AUDIT REPORT - DISTRICT NO.  
 FOR THE PERIOD JULY 1, 2009 - JUNE 30, 2010**

**VII. DISTRICT FUNDS ANALYSIS (District share of membership fees)**

1. Balance in District Reserve Account at World Headquarters on July 1,	2009	
2. Add: Membership income from WHQ		<u>23,146.42</u>
3. SUB TOTAL		42,811.22
4. DEDUCT: Funds requests from WHQ during July 1 to June 30		(9,840.79)
DEDUCT: Purchases from WHQ during July 1 to June 30		<u>(3,440.25)</u>
5. District reserve account Balance on June 30, 2010	(line 3 minus line 4)	<u>29,530.18</u>
(This figure must agree with the district reserve statement at June 30, cell O14)		

**ANALYSIS OF CASH BALANCE AS OF June 30, 2010**

6. Reconciled balance in district local bank account(s) June 30,	2010	
(Includes funds in any division, area or other accounts)		
7. ADD: Balance in district reserve account at World Headquarters (line 5 above)		29,530.18
8. DEDUCT: Unpaid bills / obligations at June 30		<span style="border: 1px solid black; display: inline-block; width: 100px; height: 1.2em; vertical-align: middle;"></span>
(INPUT NEGATIVE NUMBER)		

**TOTAL CASH AVAILABLE** (agrees with page 1, Section VI, line 1) 31,570.95

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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)**

Funds in local account \$5739 and TI account \$29444 augmented by membership income of \$659 and District orders of \$573 for total \$34610 or 68% of annual budget intake.

**Marketing (Section II, A)**

YTD expenses \$893 of annual budget \$10950 (8.2%)

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

YTD expense \$706 of annual budget \$5600 (12.6%).

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

YTD expense \$4156 of annual budget \$9900 (42.0%).

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

YTD expense \$2023 of annual budget \$3200 (63.2%).

**Administration (Section II, E)**

YTD expense \$1791 of annual budget \$4750 (29.5%).

**Travel (Section II, F)**

YTD expense \$2353 of annual budget \$6075 (38.7%).

**Other (Section II, G)**

YTD expense \$748 of annual budget \$1600 (46.8%).

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**Leadership Institute (Section III)**

Net loss on LTI of \$4447.

**District Store Income and Expenses (Section IV)**

N/A

**Fall Conference Net Income (Section I, C, 1)**

Final revenue of \$7664 and expenses of \$7769 for net loss on Fall Conference \$105.

**Spring Conference Net Income (Section I, C, 2)**

Final revenue of \$8735 and expenses of \$8149 for net profit on Spring Conference \$586.

**INSTRUCTIONS**

1. Print and arrive at the Erie Area Audit Center, including narrative and certification sheet.
  2. Obtain needed signatures below. **This certification must be complete.**
  3. Submit approved report to World Headquarters along with the narrative, treasurer report, any one of the following methods, as acceptable:
    - Scan and email to [kwangunsi@costrastlers.org](mailto:kwangunsi@costrastlers.org)
    - Fax to 549 858 1201
    - VA \*
    - Coaststrasters Informational
    - Air \* Volunteer Support Services
    - P.O. Box 9052
    - Mission Viejo, CA 92694
  4. Due at 4:00 by August 31, 2012
- NOTE:** Electronic signatures are not acceptable.

**VI. CERTIFICATION**

District

We, the undersigned, great members of the audit committee, have examined the records of Coaststrasters for the period of 2011 and 2012 and certify that the records are correct and complete for that period.

Signature: [Signature]

Signature: [Signature]

Signature: [Signature]

Signature: [Signature]

**NOTE:** Audit committee members should be members of the list of executive committee or district governors. District governors, immediate past district governor, secretary, treasurer, and financial officer, division governors, area governors.

We, the undersigned, certify that all district financial records have been made available to the audit committee for inspection and that any deficiencies or other outstanding obligations for the respective period ending 31, 2011, 2012, have been reported to the audit committee for inclusion in section V of this audit report and that there are no other outstanding district obligations required for the period of 2011 and 2012.

Districts: 2011 2012

Signature: [Signature]

Signature: [Signature]

