

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 8.4, 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 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	US
Monthly Net Income/(Loss)	<u>386.40</u>
Year to Date Net Income/(Loss)	<u>5,409.18</u>
Total Available Funds	<u>22,122.84</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 any other outstanding obligations for the 2020-21 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 2020-21 term.

Dated this 28 day of January

Betty Bong
District Director (for the year audited)

TONY BUSINA
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 19 for the 2020-21 term in accordance with the Audit Committee Guidelines* and believe that this report properly reflects the operation for that term.

Dated this 01 day of FEBRUARY 2021

Cynthia Schumacher
Chairman

Ali Joseph
Member

Jerry O'Brien
Member

* Audit Committee Guidelines are available on the District Finance page of the website
<https://www.toastmasters.org/leadership-central/district-leader-tools/district-management/district-finance>

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, Admin Manager, Finance Manager, Public Relations Officer, Division

In the following white cells, include a brief narrative (description/explanation) of the monthly income, revenues and expenses associated with each category of the Profit and Loss 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. Feel free to delete the questions, and replace them with your narratives.

Membership Revenue

In line with budget

Conference Net Income/(Loss)

In line with budget

Fundraising Net Income/(Loss)

N/A

TLI Net Income/(Loss)

N/A

District Store Net Income/(Loss)

N/A

Other Revenue

N/A

In the following white cells, include a brief narrative (description/explanation) of the monthly income, revenues and expenses associated with each category of the Profit and Loss 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. Feel free to delete the questions, and replace them with your narratives.

Marketing

Online environment has lowered expenses for the District, and Marketing is an area where more can and should be spent going forward.

Communications and Public Relations

In line with budget

Education and Training

Lower expenses due to huddle, conferences and webinars held online

Speech contests

N/A

Administration

In line with budget

Travel

No travel expenses due to Covid-19

Other Expenses