

**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.

<b>In Base Currency</b>	<b>USD</b>
<b>Monthly Net Income/(Loss)</b>	16,562.62
<b>Year to Date Net Income/(Loss)</b>	17,840.67
<b>Total Available Funds</b>	86,572.16

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 2020-2021 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 th 2020-2021 term.

Dated this \_\_\_\_\_ 29th \_\_\_\_\_ day of \_\_\_\_\_ December \_\_\_\_\_

Rose W. Bradford  
District Director (for the year audited)

Rae Ann Gage, CPA  
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 56 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 \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Member

\_\_\_\_\_  
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**

Membership Revenue for this quarter is above budget. District 56 is still working to bring low and ineligible clubs back on line and anticipate further funds from the October renewals period to eventuate in the upcoming months.

**Conference Net Income/(Loss)**

N/A

**Fundraising Net Income/(Loss)**

Funds in this category were received from the efforts of members in corporate organizations. District 56 plans to use the funds received to cover costs related to the 2019-2020 year end celebration which had not been budgeted for, as well as the expected postage expense related to distributing awards and tokens from this period.

**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**

The main focus here has been recognizing and celebrating members with the purchase of trophies, plaques etc.

**Communications and Public Relations**

District 56 continues to expend funds to maintain our website and have regular email/text contact with our members. This has been instrumental in helping members across the District stay connected to Toastmasters during this time.

**Education and Training**

Our District has started a new series of optional electives for members to learn how to access Pathways, use club central, be a sponsor, mentor or coach, conduct a speechcraft, how to hold an open house, work on team building, use and update their FTH website and many other topics. These are offered several times a month and have been well attended by members. We have also secured TI vouchers to incentivize clubs to achieve awards.

**Speech contests**

N/A

**Administration**

Administration expenses included pins and badges for the District Officers serving this term, postage, storage and sympathy expenses.

**Travel**

N/A

**Other Expenses**

N/A