

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	USD
Monthly Net Income/(Loss)	<u>(784.76)</u>
Year to Date Net Income/(Loss)	<u>23,523.76</u>
Total Available Funds	<u>94,509.34</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 2020-2021 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 the 2020-2021 term.

Dated this 28th day of February

Rose Bradford
Rose Bradford (Mar 9, 2021 13:47 CST)
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 28th day of February

David Rebeles
David Rebeles (Mar 9, 2021 15:24 CST)
Chairman

Todd Nathans
Todd Nathans (Mar 10, 2021 19:11 CST)
Member

Adam Shaner
Adam Shaner (Mar 11, 2021 19:33 CST)
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 at Mid Year is above budget. During the first renewal period a Double Dues Promotion boosted revenue above the amount related to the first 6 month dues. 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 before year end. In addition, there has been revenue from new clubs being formed in the District.

Conference Net Income/(Loss)

District 56 is planning a virtual conference that will be free to members. No revenue is expected to be collected for the virtual conference.

Fundraising Net Income/(Loss)

District 56 has benefited from the monetary support of several corporate members. This revenue has been used to encourage and motivate members as well as helping offset postage costs that have come due as in-person delivery of items is not feasible at this time.

TLI Net Income/(Loss)

N/A

District Store Net Income/(Loss)

Total District Store Revenue at Mid Year is a result of a series of socially distanced pop-ups that the District conducted. Members were able to pick up their 2019-2020 awards as well as purchase items at the book store.

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

Funds allocated to Marketing Outside of Toastmasters have been used to boost District 56's online presence. This includes website management and Google Ad Management.

Communications and Public Relations

District 56 continues to expend funds to maintain regular email/text contact with our members. This has been instrumental in helping members across the District stay connected to Toastmasters during this time. Our District has switched to using Constant Contact as the preferred vendor for email communication.

Education and Training

N/A

Speech contests

N/A

Administration

Administration expenses for the 2nd quarter centered around our storage costs, TI allocation and depreciation.

Travel

N/A

Other Expenses

During the 2019-2020 year the District had a hotel deposit for the conference. With the cancelation of the in-person conference for both the 2019-2020 and 2020-2021 years, the deposit has been refunded and is being used to fund a virtual conference using a platform called Whova.