

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 Revenue

We were unable to increase membership and new clubs to meet the original estimate.

Conference Net Income/(Loss)

Are the conference expenses in line with what was budgeted? Yes - we also reduced costs with negotiating with hotel, and reducing non-essential services and other expenses.

Is there any reason to believe the conference may lose money? Prices for hotels and food have increased beyond the budget of the ticket prices, members are able to pay. We had to adjust prices and reduced expenses to make the funds go further.

Were there any unexpected expenses? No

Were there any unexpected revenues? Yes - \$4000 of TLI reeue for winter leadership breakfasts were misallocated as

Fundraising Net Income/(Loss)

What events were held this month? NA

Were these events budgeted? NA

How will the funds be used? NA

Please provide some insight on what may have caused the variance between actual vs. budget? NA

TLI Net Income/(Loss)

How many TLI events were held this month? \$4000 of revenue was misallocated to conference income.
Did any unexpected expenses come up? Yes: We had higher prices for food than we expected.
Did any unexpected revenues come in? Yes: These revenues of \$4k were misallocated to conference revenue.
Please provide some insight on what may have caused the variance between actual vs. budget? Higher prices caused increased expenses and reduced revenues from higher ticket prices.

District Store Net Income/(Loss)

Were there any unexpected expenses? No - We are reducing our inventory of old manuals, and other items.
Were there any unexpected revenues? Yes - \$960 were misallocated to conference revenue.
Please provide some insight on what may have caused the variance between actual vs. budget? Misallocation of funds, and no need to purchase inventory.

Other Revenue

Were there any unexpected revenues? Yes - \$161 of unexpected revenue was received from conference in a previous Toastmasters Fiscal Year. There was a paypal ticket sale challenged by a customer, who then withdrew their protest to the expense. It took over 6 months for the investigation to be found in our favor from PayPal.
Please provide some insight on what may have caused the variance between actual vs. budget? We didn't expect the expense.

Marketing

What is the main focus for your district this month? Membership Growth and New Clubs
What events were held this month? TM Branded merchandise (Trophies, gift certificates, etc.) were provided to members & clubs for achievement.
Were there any unexpected expenses? No
Please provide some insight on what may have caused the variance between actual vs. budget? Our incentives are based on performance, and since members/clubs must achieve measurable goals, they have to complete a process to receive recognition.

Communications and Public Relations

What is the main focus for your district this month? Email communication, website, social media
What events were held this month? Newsletters and other communications sent, website paments and upgrades, survey monkey, etc.
Were there any unexpected expenses? No
Please provide some insight on what may have caused the variance between actual vs. budget? We were planning to purchase video software and camera equipment to meet TIA's speech contest video guidelines. We chose not to move forward until 2019/10.

Education and Training

What is the main focus for your district this month? Club officer training, Pathways Training, Club & membership building training for officers and district officer, district officer training.
What events were held this month? Club officer training, district officer training, Pathways training online/face-to-face, Retention & Club building training.
Were there any unexpected expenses? No
Please provide some insight on what may have caused the variance between actual vs. budget? We didn't know what to expect.

Speech contests

What is the main focus for your district this month? Reduce the cost of trophies and other expenses for contests
What events were held this month? The District hosted 100 speech contests this year.
Were there any unexpected expenses? No
Please provide some insight on what may have caused the variance between actual vs. budget? We expected to charge for onlive contest videos, but the revenue projections were not there, and we chose to not purchase the software or offer the service.

Administration

What is the main focus for your district this month? Business meetings, DEC meetings, Council meetings, food & printing
What events were held this month? We hosted 7 DEC and 2 council meetings. We adjusted and hosted 4 DEC meetings online to prepare the district to have onlne DEC meetings.
Were there any unexpected expenses? No
Please provide some insight on what may have caused the variance between actual vs. budget? Online DEC meetings allowed the district to reduce expenses on room rental, food and printing.

Travel

What is the main focus for your district this month? TRIO & IPDD convention training, TRIO Travel to outlying divisions for training and business, club retention and growth training by TRIO and key staff

What events were reimbursed for this month?

Were there any unexpected expenses? No

Please provide some insight on what may have caused the variance between actual vs. budget? We had more virtual trainings and DEC meetings, and we saved the district money.

Other Expenses

Were there any unexpected expenses? We put our pathways training expenses in OTHER initially, as we didn't know how to allocate. We adjusted and placed these expenses in Education & Training

Why do they not fit in the other categories? We placed Pathways training expenses in other in July 2017 BEFORE we created a budget and allocated expenses to Education & Training.

Please provide some insight on what may have caused the variance between actual vs. budget? We didn't know what to do at the time we were forming the budget.