



TOASTMASTERS INTERNATIONAL, INC.
DISTRICT MIDYEAR AUDIT REPORT

DISTRICT NO. _____

(Due at WHQ by February 15)
FOR THE SIX MONTHS JULY 1, _____ - DECEMBER 31, _____

I. FUNDS AVAILABLE	SIX MONTHS ACTUAL	ANNUAL BUDGET	VARIANCE
A. BEGINNING BALANCES:			
Balance in District Bank Account(s) on July 1, _____ (Includes funds in any Division, Area or other accounts)	\$ _____	\$ _____	\$ _____
Balance in District Reserve Account at WHQ on July 1, _____	\$ _____	\$ _____	\$ _____
TOTAL BEGINNING BALANCES	\$ _____ A	\$ _____ A	\$ _____ A
B. NEW FUNDS AVAILABLE – INCOME:			
Per Capita Income from Monthly Reserve Account Statements (From Page 2, Section V, Line 2)	\$ _____ B	\$ _____ B	\$ _____ B
C. OTHER INCOME (List specific sources):			
Fall Conference Net Income	\$ _____	\$ _____	\$ _____
Spring Convention Net Income	\$ _____	\$ _____	\$ _____
Other: _____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
Total Other Income	\$ _____ C	\$ _____ C	\$ _____ C
TOTAL FUNDS AVAILABLE (A Plus B Plus C)	\$ _____ D	\$ _____ D	\$ _____ D
II. EXPENSES:			
A. Membership and Club Extension	\$ _____	\$ _____	\$ _____
B. Communications and Public Relations	\$ _____	\$ _____	\$ _____
C. Officer Training	\$ _____	\$ _____	\$ _____
D. Speech Contests and Awards	\$ _____	\$ _____	\$ _____
E. Administrative	\$ _____	\$ _____	\$ _____
F. Travel	\$ _____	\$ _____	\$ _____
G. Other	\$ _____	\$ _____	\$ _____
TOTAL EXPENSES	\$ _____ E	\$ _____ E	\$ _____ E
III. OUTSTANDING OBLIGATIONS	\$ _____ F	\$ _____ F	\$ _____ F
IV. NET FUNDS AVAILABLE AT DECEMBER 31, _____ (D Minus E Minus F)	\$ _____ G	\$ _____ G	\$ _____ G

In order for this audit to be complete, the page titled "District Funds Analysis" and the pages detailing expenses A through G and District Conference Income must be attached. An audit narrative, describing significant variances and expenditures must also be attached. **All** District income and expenses must be included in this audit. Toastmasters International policy requires that this audit must be submitted at the District Council Meeting.

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V. DISTRICT FUNDS ANALYSIS

(District share of per capita fees)

ACTUAL

- | | |
|--|----------|
| 1. Balance in District Reserve Account at World Headquarters on July 1, _____ | \$ _____ |
| 2. ADD: Additions to Reserve Account from per capita payments (Credits to District Reserve Account on monthly statements) | \$ _____ |
| 3. SUB TOTAL | \$ _____ |
| 4. DEDUCT: District withdrawals from TI during July 1 to December 31 (Include amounts for orders that have been deducted from the District Reserve Account at WHQ) | \$ _____ |
| 5. District Reserve Account balance December 31 (this figure must agree with the District Reserve statement at December 31) (line 3 minus 4) | \$ _____ |

ANALYSIS OF CASH BALANCE AS OF DECEMBER 31, _____

- | | |
|---|-----------------|
| 6. Balance in District bank account(s) December 31 (Includes funds in any Division, Area or other accounts) | \$ _____ |
| 7. ADD: Balance in District Reserve Account at World Headquarters (line 5 above) | \$ _____ |
| 8. DEDUCT: Unpaid bills/obligations at December 31 (Must agree with Page 1, Section III, Line F) | \$ _____ |
| TOTAL CASH AVAILABLE (Must agree with Page 1, Section IV, Line G) | \$ _____ |

VI. CERTIFICATION

1. We, the undersigned members of the Audit Committee, have examined the records of District _____ for the six months from July 1, _____, to December 31, _____, and believe that this report properly reflects the operation for that period.

Dated this _____ day of _____, 20_____.

Chairman

Member

Member

Note: Audit Committee members **cannot** be members of the District Executive Committee (e.g., District Governor, Lt. Governors, Immediate Past District Governor, Secretary, Treasurer, Public Relations Officer, Division Governors, Area Governors).

2. 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 other outstanding obligations for the six months ending December 31 have been reported to the Audit Committee for inclusion in Section III of this Audit. We further certify that there are no other outstanding District obligations incurred for the period July 1, _____, to December 31, _____.

Dated this _____ day of _____, _____.

District Governor

District Treasurer

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	SIX MONTHS ACTUAL	ANNUAL BUDGET	VARIANCE
VII. DETAIL OF EXPENSES			
A. Membership and Club Extension			
1. Membership Development			
a. Purchases and printing of promotion material	_____	_____	_____
b. Telephone Referral System	_____	_____	_____
c. Advertising and Public Relations	_____	_____	_____
d. Awards and Recognition	_____	_____	_____
e. Other: _____	_____	_____	_____
_____	_____	_____	_____
TOTAL (Enter Page 1, Section II, A)	\$ _____	\$ _____	\$ _____
B. Communications and Public Relations			
1. District Newsletter			
a. Typesetting	_____	_____	_____
b. Printing	_____	_____	_____
c. Postage	_____	_____	_____
d. Other (detail): _____	_____	_____	_____
2. District Directory			
a. Typesetting	_____	_____	_____
b. Printing	_____	_____	_____
c. Postage	_____	_____	_____
d. Other (detail): _____	_____	_____	_____
3. Other (detail): _____			
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
TOTAL (Enter Page 1, Section II, B)	\$ _____	\$ _____	\$ _____

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	SIX MONTHS ACTUAL	ANNUAL BUDGET	VARIANCE
C. Officer Training			
1. Club Officer Training			
a. Purchases and printing of educational material	_____	_____	_____
b. Audiovisual equipment	_____	_____	_____
c. Meeting room expenses	_____	_____	_____
d. Other: _____	_____	_____	_____
_____	_____	_____	_____
2. Area, Division Officer Training			
a. Purchases and printing of educational material	_____	_____	_____
b. Audiovisual equipment	_____	_____	_____
c. Meeting room expenses	_____	_____	_____
d. Other: _____	_____	_____	_____
_____	_____	_____	_____
TOTAL (Enter Page 1, Section II, C)	\$ _____	\$ _____	\$ _____
D. Speech Contests and Awards			
1. Area Speech Contests			
a. Awards and Certificates	_____	_____	_____
b. Other: _____	_____	_____	_____
2. Division Speech Contests			
a. Awards and Certificates	_____	_____	_____
b. Other: _____	_____	_____	_____
3. Other: _____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
TOTAL (Enter Page 1, Section II, D)	\$ _____	\$ _____	\$ _____

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	SIX MONTHS ACTUAL	ANNUAL BUDGET	VARIANCE
E. Administrative			
1. Telephone	_____	_____	_____
2. Postage	_____	_____	_____
3. Stationery	_____	_____	_____
4. Other Printing	_____	_____	_____
5. Other: _____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
TOTAL (Enter Page 1, Section II, E)	\$ _____	\$ _____	\$ _____
F. Travel			
1. Intra-District Travel			
a. District Governor	_____	_____	_____
b. Area & Division Governors	_____	_____	_____
c. Other: _____	_____	_____	_____
_____	_____	_____	_____
2. Regional Conference			
a. District Governor-Elect	_____	_____	_____
b. Lt. Governors-Elect	_____	_____	_____
c. Reimbursement from WHQ	- (_____)	- (_____)	_____
3. International Convention			
a. District Governor	_____	_____	_____
b. Lt. Governors	_____	_____	_____
c. Reimbursement from WHQ	- (_____)	- (_____)	_____
4. Midyear Regional Meeting			
a. District Governor	_____	_____	_____
b. Lt. Governors	_____	_____	_____
TOTAL (Enter Page 1, Section II, F)	\$ _____	\$ _____	\$ _____
G. Other (List in detail):			
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
TOTAL (Enter Page 1, Section II, G)	\$ _____	\$ _____	\$ _____

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	SIX MONTHS ACTUAL	ANNUAL BUDGET	VARIANCE
VIII. DISTRICT CONFERENCE INCOME			
A. Fall Conference Income			
1. _____ member registrations @ \$ _____ = \$ _____	\$ _____	\$ _____	\$ _____
2. _____ spouse/guest registrations @ \$ _____ = \$ _____	\$ _____	\$ _____	\$ _____
3. _____ late registrations @ \$ _____ = \$ _____	\$ _____	\$ _____	\$ _____
4. _____ luncheon tickets @ \$ _____ = \$ _____	\$ _____	\$ _____	\$ _____
5. _____ banquet tickets @ \$ _____ = \$ _____	\$ _____	\$ _____	\$ _____
6. _____ other meal event _____ @ \$ _____ = \$ _____	\$ _____	\$ _____	\$ _____
7. _____ other meal event _____ @ \$ _____ = \$ _____	\$ _____	\$ _____	\$ _____
8. Other revenue _____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
9. TOTAL CONFERENCE INCOME	\$ _____	\$ _____	\$ _____
B. Fall Conference Expenses			
1. Supplies purchased from TI	\$ _____	\$ _____	\$ _____
2. Supplies purchased from other sources	\$ _____	\$ _____	\$ _____
3. Programs and printing	\$ _____	\$ _____	\$ _____
4. Audiovisual equipment	\$ _____	\$ _____	\$ _____
5. Hotel/meeting room expenses	\$ _____	\$ _____	\$ _____
6. Awards, certificates, etc.	\$ _____	\$ _____	\$ _____
7. Postage	\$ _____	\$ _____	\$ _____
8. Other (detail): _____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
9. TOTAL CONFERENCE EXPENSES	\$ _____	\$ _____	\$ _____
10. NET CONFERENCE INCOME (LOSS)	\$ _____	\$ _____	\$ _____
(Subtract Line B, 9 from Line A, 9)			
Enter Page 1, Section I, C, "Fall Conference Net Income"			

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	SIX MONTHS ACTUAL	ANNUAL BUDGET	VARIANCE
C. Spring Conference Income			
1. _____ member registrations @ \$ _____ = \$ _____	\$ _____	\$ _____	\$ _____
2. _____ spouse/guest registrations @ \$ _____ = \$ _____	\$ _____	\$ _____	\$ _____
3. _____ late registrations @ \$ _____ = \$ _____	\$ _____	\$ _____	\$ _____
4. _____ luncheon tickets @ \$ _____ = \$ _____	\$ _____	\$ _____	\$ _____
5. _____ banquet tickets @ \$ _____ = \$ _____	\$ _____	\$ _____	\$ _____
6. _____ other meal event _____ @ \$ _____ = \$ _____	\$ _____	\$ _____	\$ _____
7. _____ other meal event _____ @ \$ _____ = \$ _____	\$ _____	\$ _____	\$ _____
8. Other revenue _____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
9. TOTAL CONFERENCE INCOME	\$ _____	\$ _____	\$ _____
D. Spring Conference Expenses			
1. Supplies purchased from TI	\$ _____	\$ _____	\$ _____
2. Supplies purchased from other sources	\$ _____	\$ _____	\$ _____
3. Programs and printing	\$ _____	\$ _____	\$ _____
4. Audiovisual equipment	\$ _____	\$ _____	\$ _____
5. Hotel/meeting room expenses	\$ _____	\$ _____	\$ _____
6. Awards, certificates, etc.	\$ _____	\$ _____	\$ _____
7. Postage	\$ _____	\$ _____	\$ _____
8. Other (detail): _____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
9. TOTAL CONFERENCE EXPENSES	\$ _____	\$ _____	\$ _____
10. NET CONFERENCE INCOME (LOSS)	\$ _____	\$ _____	\$ _____
(Subtract Line D, 9 from Line C, 9)			
Enter Page 1, Section I, C "Spring Conference Net Income"			

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FOR THE SIX MONTHS JULY 1, _____ - DECEMBER 31, _____

NARRATIVE

Following is a brief description/explanation of funds available, any significant expenditures or variances, and any unpaid bills or other outstanding obligations.

Funds Available (Section I)

Membership and Club Extension (Section II, A)

Communications and Public Relations (Section II, B)

Officer Training (Section II, C)

Speech Contest and Awards (Section II, D)

Administrative (Section II, E)

Travel (Section II, F)

Other (Section II, G)

Outstanding Bills/Obligations (Section III)