

June  
2011

US Dollars

USD

USD

District Reserve	Monthly	Y-T-D	Y-T-D
<b>BALANCE IN DISTRICT RESERVE ACCOUNT AT WHO:</b>			
Beginning of the month/year	26,716	14,783	14,783
Add: Membership Revenue	1,881	40,644	40,644
Less: Funds requests (NEGATIVE NUMBER)	(15,000)	(35,000)	(35,000)
Less: District orders (NEGATIVE NUMBER)	(853)	(7,683)	(7,683)
District reserve balance - End of the month (should tie to statement)	12,744	12,744	12,744
Restricted Balance (Retention for next year)	(10,329)	(10,329)	(10,329)
<b>Available reserve funds balance at month end</b>	<b>A 2,415</b>	<b>2,415</b>	<b>2,415</b>
<b>RECONCILED BALANCE IN DISTRICT LOCAL BANK ACCOUNTS:</b>			
	<b>B</b>	<b>27,887</b>	<b>27,887</b>
<b>TOTAL FUNDS AVAILABLE</b>	<b>(A+B)</b>	<b>30,302</b>	<b>30,302</b>

District Revenue	Monthly	Y-T-D	Y-T-D
Membership Revenue (From District Reserve Statement)	1,881	40,644	40,644
Conference Revenue	(55)	32,254	32,254
Fundraising Revenue	-	-	-
TLI Revenue	-	-	-
District Store Revenue	42	774	774
Donations	-	-	-
Interest	0	0	0
Miscellaneous-Revenue	-	-	-
Total Revenue	1,868	73,672	73,672
<b>District Expenses</b>			
Conference Expenses	(27)	(35,311)	(35,311)
Fundraising Expense	-	-	-
TLI Expenses	(719) ^	(1,683)	(1,683)
District Store Expenses	(843)	(7,723)	(7,723)
Marketing (no limit*)	9%	(1,293)	(5,248)
Communications & Public Relations (25% max*)	0%	-	-
Education & Training (30% max*)	5%	(569)	(1,411)
Speech Contest (10% max*)	1%	(100)	(468)
Administration (20% max*)	2%	(46)	(965)
Travel (30% max*)	10%	(310)	(6,071)
Other Expenses (10% max*)	0%	-	44
Total Expense	(3,907)	(58,835)	(58,835)
<b>District Net Income/Loss</b>	<b>(2,039)</b>	<b>14,837</b>	<b>14,837</b>

\* For **U.S. Districts** leave this cell with the default text (1.00). For **Non-U.S. Districts**, please insert the appropriate exchange rate (as of the end of the month), per the OANDA.com website. To determine this code and rate please see the instruction tab.

\* This is the maximum percent of total expenses a district can have towards the specific account groupings.

^ Total Leadership Institute (TLI) expense is combined with total Education and Training expense when calculating the maximum allowable expense.

Following is a brief description/explanation of the Y-T-D actual Income/(Loss)/expenses as compared to what was budgeted. **Any variance, positive or negative, with 'EXPLAIN' in the L column requires an explanation of what caused the variance in order for this report to be considered complete and counted as received by WHQ.** The white rows are not password protected. A separate sheet may be used.

(Y-T-D variance is pulled from 'Variance to Budget Detail' tab.)

	USD		
	\$ Over(Under)	Budget	Variance %
<b>Membership Income/(Loss)</b>	<b>Variance \$</b>	<b>(672)</b>	<b>-2% EXPLAIN</b>

Membership income less than expected.

<b>Conference Net Income/(Loss)</b>	<b>Variance \$</b>	<b>(3,057)</b>	<b>100% EXPLAIN</b>
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\$1k loss from Fall Conference due to International President visit expenses. \$2k loss on Spring Conference due to lower than expected attendance.

<b>Fundraising Net Income/(Loss)</b>	<b>Variance \$</b>	<b>-</b>	<b>0%</b>
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<b>TLI Net Income/(Loss)</b>	<b>Variance \$</b>	<b>3,317</b>	<b>-66% EXPLAIN</b>
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Found a facility for \$0 rent (where \$1000 was budgeted for each TLI).

<b>District Store - Net Income/(Loss)</b>	<b>Variance \$</b>	<b>(6,949)</b>	<b>100% EXPLAIN</b>
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Original budget assumed District Store breaks even by classifying expenses for speech contests and District contests (for membership and education) in their respective categories.

<b>Other Revenue</b>	<b>Variance \$</b>	<b>0</b>	<b>100% EXPLAIN</b>
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Following is a brief description/explanation of the Y-T-D actual income/expenses as compared to what was budgeted. Any variance, positive or negative, with 'EXPLAIN' in the L column requires an explanation of what caused the variance in order for this report to be considered complete and counted as received by WHO. The white rows are not password protected. A separate sheet may be used.

(Y-T-D variance is pulled from 'Variance to Budget Detail' tab.)

	USD		
	\$ Over(Under)	Budget	Variance %
<b>Marketing</b>	Variance \$	9,752	-65% EXPLAIN
Original budget assumed purchases made from TI for Marketing incentives would be classified here. Other marketing expenses were less than expected year to date.			
<b>Communications and public relations</b>	Variance \$	500	-100% EXPLAIN
No expenses have been incurred year to date.			
<b>Education and training</b>	Variance \$	3,549	-72% EXPLAIN
Original budget assumed purchases made from TI for Education incentives would be classified here. Other expenses less than expected due to one less meeting than planned (due to TI board meeting in District).			
<b>Speech contests</b>	Variance \$	4,032	-90% EXPLAIN
Budget was based on recording speech contest supplies under speech contests, rather than District Store Expenses. Total also includes a deposit on a contest facility to be refunded.			
<b>Administration</b>	Variance \$	785	-45% EXPLAIN
Expenses year to date were less than expected.			
<b>Travel</b>	Variance \$	2,969	-33% EXPLAIN
Travel costs for the International Convention came in under budget.			
<b>Other Expense</b>	Variance \$	544	-109% EXPLAIN
The district sold excess equipment to a member and had no new purchases year to date.			