

Finance Manager Report
Tim Spezia, Finance Manager
District 8

Finance Report
Profit and Loss (December 31, 2018)
District Revenue
TI Allocation Explained

Finance Manager Report

- Second Quarter (December 31, 2018) Closing
 - District asset Inventory required
 - Any district charges incurred but not expensed accrued
 - Incentives from last year (need to structure for this year)
- Any outstanding December expenses need to be turned in at this time.
- Concur Mileage Receipts

Finance Manager Report

Available Funds

Available Funds (in USD)

Month Ending
12/31/2018

▼ Available Funds	
▼ Cash & District Reserve	
▼ Cash	
Cash - Commerce (7352)	6,425.88
Cash - Commerce (8836)	599.48
Cash - USPS (3112)	92.11
Cash - Paypal (PP D08)	1,858.22
Total Cash	<u>8,975.69</u>
▶ District Reserve	<u>35,924.99</u>
Total Cash & District Reserve	<u>44,900.68</u>
▶ Minimum District Reserve Required at Year End	<u>(11,239.34)</u>
Total Available Funds	<u><u>33,661.34</u></u>

Finance Manager Report

All Active

District 8 Profit & Loss (Actual vs. Budget Summary)

Month Ending 12/31/2018			07/01/2018 Through 12/31/2018		
Actual	Budget	Variance	Actual	Budget	Variance
District Revenue					
382.51	627.00	(244.49)	20,499.59	21,015.00	(515.41)
0.00	0.00	0.00	(1,127.41)	0.00	(1,127.41)
207.75	300.00	(92.25)	483.65	450.00	33.65
<u>590.26</u>	<u>927.00</u>	<u>(336.74)</u>	<u>19,855.83</u>	<u>21,465.00</u>	<u>(1,609.17)</u>
District Expenses					
320.84	0.00	320.84	499.81	0.00	499.81
69.27	4,630.00	(4,560.73)	45.35	4,630.00	(4,584.65)
2.55	0.00	2.55	22.36	225.00	(202.64)
0.00	2,080.00	(2,080.00)	(6,084.43)	5,410.00	(11,494.43)
117.06	0.00	117.06	1,625.29	150.00	1,475.29
0.00	0.00	0.00	1,149.68	2,770.00	(1,620.32)
0.00	0.00	0.00	59.20	0.00	59.20
97.00	593.00	(496.00)	836.47	2,916.80	(2,080.33)
208.05	2,906.48	(2,698.43)	8,245.08	17,674.12	(9,429.04)
374.98	187.00	187.98	1,846.05	1,122.00	724.05
<u>1,189.75</u>	<u>10,396.48</u>	<u>(9,206.73)</u>	<u>8,244.86</u>	<u>34,897.92</u>	<u>(26,653.06)</u>
<u>(599.49)</u>	<u>(9,469.48)</u>	<u>8,869.99</u>	<u>11,610.97</u>	<u>(13,432.92)</u>	<u>25,043.89</u>
Total Net Income					

Profit & Loss (Actual vs. Budget Summary) (in USD)

Month Ending 12/31/2018			07/01/2018 Through 12/31/2018		
Actual	Budget	Variance	Actual	Budget	Variance
382.51	627.00	(244.49)	20,499.59	21,015.00	(515.41)
0.00	0.00	0.00	(1,127.41)	0.00	(1,127.41)
207.75	300.00	(92.25)	483.65	450.00	33.65
590.26	927.00	(336.74)	19,855.83	21,465.00	(1,609.17)
0.00	0.00	0.00	146.15	0.00	146.15
320.84	0.00	320.84	353.66	0.00	353.66
320.84	0.00	320.84	499.81	0.00	499.81
69.27	4,630.00	(4,560.73)	45.35	4,630.00	(4,584.65)
2.55	0.00	2.55	22.36	225.00	(202.64)
0.00	2,080.00	(2,080.00)	(6,084.43)	5,410.00	(11,494.43)
117.06	0.00	117.06	1,625.29	150.00	1,475.29
0.00	0.00	0.00	1,149.68	2,770.00	(1,620.32)
0.00	0.00	0.00	59.20	0.00	59.20
0.00	0.00	0.00	266.47	0.00	266.47
0.00	0.00	0.00	0.00	794.80	(794.80)
0.00	0.00	0.00	0.00	14.00	(14.00)
0.00	0.00	0.00	0.00	400.00	(400.00)
0.00	500.00	(500.00)	0.00	1,150.00	(1,150.00)
97.00	93.00	4.00	570.00	558.00	12.00
97.00	593.00	(496.00)	836.47	2,916.80	(2,080.33)
0.00	0.00	0.00	1,708.00	2,759.00	(1,051.00)
0.00	0.00	0.00	2,633.78	2,285.00	348.78
0.00	50.00	(50.00)	2,375.50	2,732.00	(356.50)
0.00	0.00	0.00	0.00	250.00	(250.00)
0.00	84.48	(84.48)	43.45	109.12	(65.67)
0.00	0.00	0.00	0.00	250.00	(250.00)
0.00	750.00	(750.00)	0.00	5,170.00	(5,170.00)
208.05	2,022.00	(1,813.95)	1,328.09	4,044.00	(2,715.91)
0.00	0.00	0.00	0.00	75.00	(75.00)
0.00	0.00	0.00	156.26	0.00	156.26
208.05	2,906.48	(2,698.43)	8,245.08	17,674.12	(9,429.04)
0.00	0.00	0.00	266.47	0.00	266.47
0.00	0.00	0.00	17.67	0.00	17.67
0.00	0.00	0.00	14.24	0.00	14.24
0.00	0.00	0.00	235.24	0.00	235.24
374.98	187.00	187.98	1,312.43	1,122.00	190.43
374.98	187.00	187.98	1,846.05	1,122.00	724.05
1,189.75	10,396.48	(9,206.73)	8,244.86	34,897.92	(26,653.06)
(599.49)	(9,469.48)	8,869.99	11,610.97	(13,432.92)	25,043.89

Finance Manager Report

- Primary District Revenue Source Explained
- For Each district club member dues, \$22.50 is received.
 - Paid semi annually at \$11.25
- Prorated as follows:

Join Month	Amount
May or November	\$9.38
June or December	\$7.50
July or January	\$5.62
August or February	\$3.75
September or March	\$1.88

Finance Manager Report

- TI Allocation Explained
- Starting July 31, 2018 and each month thereafter, each district contributes a portion (5%) of the previous years membership income.
- Total yearly membership income divided by 12
- For District 8 TI Allocation:
 - $\$44,999 * 5\% / 12 \text{ months} = \187.49

Source: from Bairaj Arunasalam, Toastmasters International President June 26,2018

Finance Manager Report

- Concur this year
 - Mileage Receipts
 - Place club name/number on summary page
 - Show total mileage
 - Use exact mileage figure and \$0.32 per mile
 - Reason for visit
 - Preferred method of reimbursement
 - Submit all expenses in a timely matter. There should be no carry over expenses to next year.

Finance Manager Report

- Concur this year
 - Accuracy is important
 - Finance manager is presented this dialogue

Final Confirmation ×

Approver Electronic Agreement

By clicking 'Accept' I certify that the expense report and its accompanying receipts have been reviewed and are in compliance with Company policy.

Finance Manager Report

- End of Report

See me for any questions

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