

Finance Manager Report  
Tim Spezia, Finance Manager  
District 8

Finance Report  
Profit and Loss (February 28, 2019)  
Concur

# Finance Manager Report

- Second Quarter Closed
  - District asset Inventory required
  - No Jul –Dec district charges accrued.
  - Incentive payouts
- Any outstanding Jan-Mar 2019 expenses need to be turned in at this time.
- Concur Mileage Receipts

# Finance Manager Report

- Budgets
  - Why do we create budgets?
  - Why do we follow budgets?
  - Why are budgets important?
- Budget figures vs. Actual figures
  - Explained in reporting narrative

# Finance Manager Report

## Available Funds

### Available Funds (in USD)

Month Ending  
02/28/2019

▼ Available Funds	
▼ Cash & District Reserve	
▼ Cash	
Cash - Commerce (7352)	6,296.58
Cash - Commerce (8836)	599.48
Cash - USPS (3112)	92.11
Cash - Paypal (PP D08)	1,765.92
Total Cash	<u>8,754.09</u>
▶ District Reserve	32,409.62
Total Cash & District Reserve	<u>41,163.71</u>
▶ Minimum District Reserve Required at Year End	<u>(11,239.34)</u>
<b>Total Available Funds</b>	<u><u>29,924.37</u></u>

# Finance Manager Report

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

Month Ending 02/28/2019			07/01/2018 Through 02/28/2019			
Actual	Budget	Variance		Actual	Budget	Variance
1,408.11	1,069.00	339.11	▼ District Revenue			
0.00	0.00	0.00	▶ Membership Revenue	22,839.27	22,983.00	(143.73)
14.90	0.00	14.90	▶ Conference Revenue	(1,127.41)	0.00	(1,127.41)
			▶ District Store Revenue	498.55	450.00	48.55
1,423.01	1,069.00	354.01	Total District Revenue	22,210.41	23,433.00	(1,222.59)
			▼ District Expenses			
0.00	0.00	0.00	▶ Conference Expenses	178.97	0.00	178.97
0.00	0.00	0.00	▶ TLI Expenses	437.67	4,630.00	(4,192.33)
887.66	0.00	887.66	▶ District Store Expenses	910.02	225.00	685.02
2,841.55	88.00	2,753.55	▶ Marketing Expense	(2,601.94)	5,682.00	(8,283.94)
11.25	0.00	11.25	▶ Communications & PR Expenses	1,684.79	210.00	1,474.79
0.00	150.00	(150.00)	▶ Education & Training Expense	1,149.68	3,577.00	(2,427.32)
0.00	150.00	(150.00)	▶ Speech Contest Expenses	59.20	1,725.00	(1,665.80)
97.00	541.00	(444.00)	▶ Administration Expenses	1,050.47	4,050.80	(3,000.33)
508.55	2,082.00	(1,573.45)	▶ Travel Expense	8,886.03	20,929.58	(12,043.55)
235.47	187.00	48.47	▶ Other Expenses	2,081.52	1,496.00	585.52
4,581.48	3,198.00	1,383.48	Total District Expenses	13,836.41	42,525.38	(28,688.97)
(3,158.47)	(2,129.00)	(1,029.47)	Total Net Income	8,374.00	(19,092.38)	27,466.38



# 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 past sixty days.

# Finance Manager Report

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

Final Confirmation ×

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**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.

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# Finance Manager Report

- End of Report

See me for any questions

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