# Finance Manager Report Tim Spezia, Finance Manager District 8

Finance Report

Profit and Loss (February 28, 2019)

Concur

- 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

- 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)

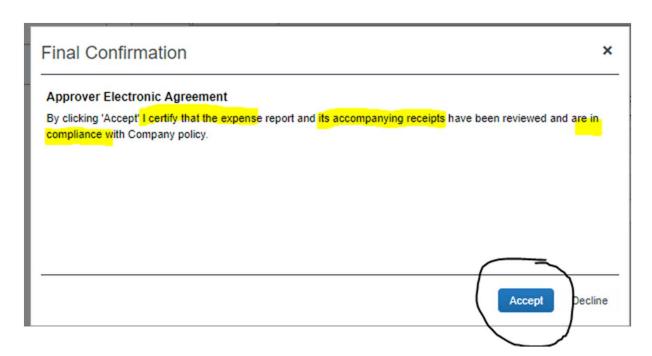
	Month Ending 02/28/2019
▼ Available Funds	
Cash & District Reserve	
▼ Cash	
Cash - Commerce (7352)	6,296.58
Cash - Commerce (8836)	599.48
Cash - USPS (3112)	92.11
Cash - Paypal (PP D08)	1,765.92
Total Cash	8,754.09
District Reserve	32,409.62
Total Cash & District Reserve	41,163.71
Minimum District Reserve Required at Year End	(11,239.34)
Total Available Funds	29,924.37

Month Ending 02/28/2019				07/01/2018 Through 02/28/2019						
Actual	Budget	Variance		Actual	Budget	Variance				
			▼ District Revenue							
1,408.11	1,069.00	339.11	Membership Revenue	22,839.27	22,983.00	(143.73)				
0.00	0.00	0.00	Conference Revenue	(1,127.41)	0.00	(1,127.41)				
14.90	0.00	14.90	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				

Profit &			Sudget Summary) (in USD)			
Month Ending 02/28/2019				07/01/2018 Through 02/28/2019		
Actual	Budget	Variance	<b>—</b> 0.44.0	Actual	Budget	Variance
1.408.11	1.069.00	339.11	District Revenue     Membership Revenue	22.839.27	22.983.00	(143.73)
1,400.11	1,005.00	333.11	► Membership Revenue  ▼ Conference Revenue	22,039.21	22,303.00	(143.73)
0.00	0.00	0.00		(1,016.41)	0.00	(1,016.41)
0.00	0.00	0.00	Registration & Tickets Non Registration	(1,010.41)	0.00	(1,010.41)
0.00	0.00	0.00	Total Conference Revenue	(1,127,41)	0.00	(1.127.41)
14.90	0.00	14.90	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)
1,120.01	1,000.00	001.01	▼ District Expenses	22,210.11	20,100.00	(1,222.00)
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)
			▼ Travel Expense			
0.00	0.00	0.00	District Director	1,708.00	3,129.00	(1,421.00)
454.92	0.00	454.92	Program Quality Director	3,145.97	2,655.00	490.97
0.00	60.00	(60.00)	Club Growth Director	2,450.63	3,212.00	(761.37)
0.00	0.00	0.00	Finance Manager	0.00	250.00	(250.00)
0.00	0.00	0.00	Public Relations Manager	43.45	122.58	(79.13)
0.00	0.00	0.00	Administration Manager	0.00	250.00	(250.00)
0.00	0.00	0.00	Division Director	0.00	5,170.00	(5,170.00)
53.63	2,022.00	(1,968.37)	Area Director	1,381.72	6,066.00	(4,684.28)
0.00	0.00	0.00	▶ IPDD	0.00	75.00	(75.00)
0.00	0.00	0.00	Other Member	156.26	0.00	156.26
508.55	2,082.00	(1,573.45)	Total Travel Expense	8,886.03	20,929.58	(12,043.55)
			▼ Other Expenses			
0.00	0.00	0.00	7004-000000 - Badges & Pins	266.47	0.00	266.47
47.98	0.00	47.98	7012-000000 - Supplies & Stationery Expense	65.65	0.00	65.65
0.00	0.00	0.00	7044-000000 - Postage & Shipping Expense	14.24	0.00	14.24
0.00	0.00	0.00	7078-000000 - Food Expense	235.24	0.00	235.24
187.49	187.00	0.49	7092-000000 - T Allocation	1,499.92	1,496.00	3.92
235.47	187.00	48.47	Total Other Expenses		1,496.00	585.52
4,581.48	3,198.00	1,383.48	Total District Expenses	2,081.52 13,836.41	1,496.00	(28,688.97)
	<del></del>	<del></del>	Total Net Income			
(3,158.47)	(2,129.00)	(1,029.47)	Total Not Illeville	8,374.00	(19,092.38)	27,466.38

- 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.

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



End of Report

See me for any questions <a href="mailto:tspezia@earthlink.net">tspezia@earthlink.net</a>