

Finance Manager Report
Tim Spezia, Finance Manager
District 8

Finance Report
Profit and Loss (May 31, 2019)
Concur

Finance Manager Report

- Third Quarter Closed
 - Incentive payouts
- Spring Conference
- All April-June 2019 expenses need to be submitted at this time.
- Concur Mileage Receipts

Finance Manager Report

– Available Funds Highlights

- Period between 2/28 and 5/31
- Membership payments received
- Conference payout impact
 - Hotel
 - newsletter

– Impacts TLI Payout will appear in June. Requiring accrual into next year.

Finance Manager Report

Available Funds

Available Funds (in USD)

	Month Ending 02/28/2019	Month Ending 05/31/2019
▼ Available Funds		
▼ Cash & District Reserve		
▼ Cash		
Cash - Commerce (7352)	6,296.58	4,424.81
Cash - Commerce (8836)	599.48	599.48
Cash - USPS (3112)	92.11	98.80
Cash - Paypal (PP D08)	1,765.92	1,767.37
Total Cash	<u>8,754.09</u>	<u>6,890.46</u>
▶ District Reserve	32,409.62	44,906.60
Total Cash & District Reserve	<u>41,163.71</u>	<u>51,797.06</u>
▶ Minimum District Reserve Required at Year End	<u>(11,239.34)</u>	<u>(11,239.34)</u>
Total Available Funds	<u><u>29,924.37</u></u>	<u><u>40,557.72</u></u>

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

Month Ending
02/28/2019

07/01/2018 Through
02/28/2019

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			
			▶ Membership Revenue	22,839.27	22,983.00	(143.73)
			▼ Conference Revenue			
0.00	0.00	0.00	▶ Registration & Tickets	(1,016.41)	0.00	(1,016.41)
0.00	0.00	0.00	▶ Non Registration	(111.00)	0.00	(111.00)
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)
			▼ 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)
			▼ 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 - TI Allocation	1,499.92	1,496.00	3.92
235.47	187.00	48.47	Total 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

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

Month Ending 05/31/2019			07/01/2018 Through 05/31/2019		
Actual	Budget	Variance	Actual	Budget	Variance
1,445.87	2,202.00	(756.13)	41,739.78	43,536.00	(1,796.22)
4,228.73	8,036.00	(3,807.27)	8,233.32	8,036.00	197.32
95.80	300.00	(204.20)	601.25	750.00	(148.75)
5,770.40	10,538.00	(4,767.60)	50,574.35	52,322.00	(1,747.65)
8,528.94	7,988.00	540.94	8,874.06	7,988.00	886.06
0.00	230.00	(230.00)	437.67	4,860.00	(4,422.33)
0.00	0.00	0.00	958.62	725.00	233.62
1,103.50	40.00	1,063.50	(457.16)	8,652.00	(9,109.16)
228.69	0.00	228.69	5,812.76	3,349.94	2,462.82
0.00	0.00	0.00	1,192.15	3,577.00	(2,384.85)
98.75	0.00	98.75	603.63	1,875.00	(1,271.37)
108.25	93.00	15.25	1,502.72	4,454.80	(2,952.08)
326.77	80.00	246.77	10,406.09	23,191.58	(12,785.49)
269.67	187.00	82.67	2,736.46	2,057.00	679.46
10,664.57	8,618.00	2,046.57	32,067.00	60,730.32	(28,663.32)
(4,894.17)	1,920.00	(6,814.17)	18,507.35	(8,408.32)	26,915.67

- ▼ **District Revenue**
 - ▶ Membership Revenue
 - ▶ Conference Revenue
 - ▶ District Store Revenue

Total District Revenue

- ▼ **District Expenses**

- ▶ Conference Expenses
- ▶ TLI Expenses
- ▶ District Store Expenses
- ▶ Marketing Expense
- ▶ Communications & PR Expenses
- ▶ Education & Training Expense
- ▶ Speech Contest Expenses
- ▶ Administration Expenses
- ▶ Travel Expense
- ▶ Other Expenses

Total District Expenses

Total Net Income

Finance Manager Report

– Conference payout impact

- Hotel
- Audio visual

			Conference Expenses			
0.00	75.00	(75.00)	7004-000000 - Badges & Pins	0.00	75.00	(75.00)
0.00	200.00	(200.00)	7010-000000 - Awards Expense (Trophies, Plaques, Ribbons & Certificates)	0.00	200.00	(200.00)
301.56	100.00	201.56	7012-000000 - Supplies & Stationery Expense	301.56	100.00	201.56
500.00	0.00	500.00	7014-000000 - Room Rental Event Expense	500.00	0.00	500.00
6,946.88	6,538.00	408.88	7016-000000 - Meal Event Expense	6,946.88	6,538.00	408.88
0.00	100.00	(100.00)	7018-000000 - Decorations Expense	0.00	100.00	(100.00)
0.00	300.00	(300.00)	7020-000000 - Printing Expense	0.00	300.00	(300.00)
0.00	75.00	(75.00)	7022-000000 - Audio Visual Expense	0.00	75.00	(75.00)
190.02	50.00	140.02	7030-000000 - Photocopying Expense	190.02	50.00	140.02
350.00	0.00	350.00	7042-000000 - Outside Contractor Expense	350.00	0.00	350.00
23.75	0.00	23.75	7070-000000 - Bank Charges & Credit Card Fee Expense	189.90	0.00	189.90
0.00	250.00	(250.00)	7078-000000 - Food Expense	146.15	250.00	(103.85)
216.73	50.00	166.73	7080-000000 - Gifts & Thank Yous	249.55	50.00	199.55
0.00	250.00	(250.00)	7090-000000 - Equipment Rental	0.00	250.00	(250.00)
<u>8,528.94</u>	<u>7,988.00</u>	<u>540.94</u>	Total Conference Expenses	<u>8,874.06</u>	<u>7,988.00</u>	<u>886.06</u>

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

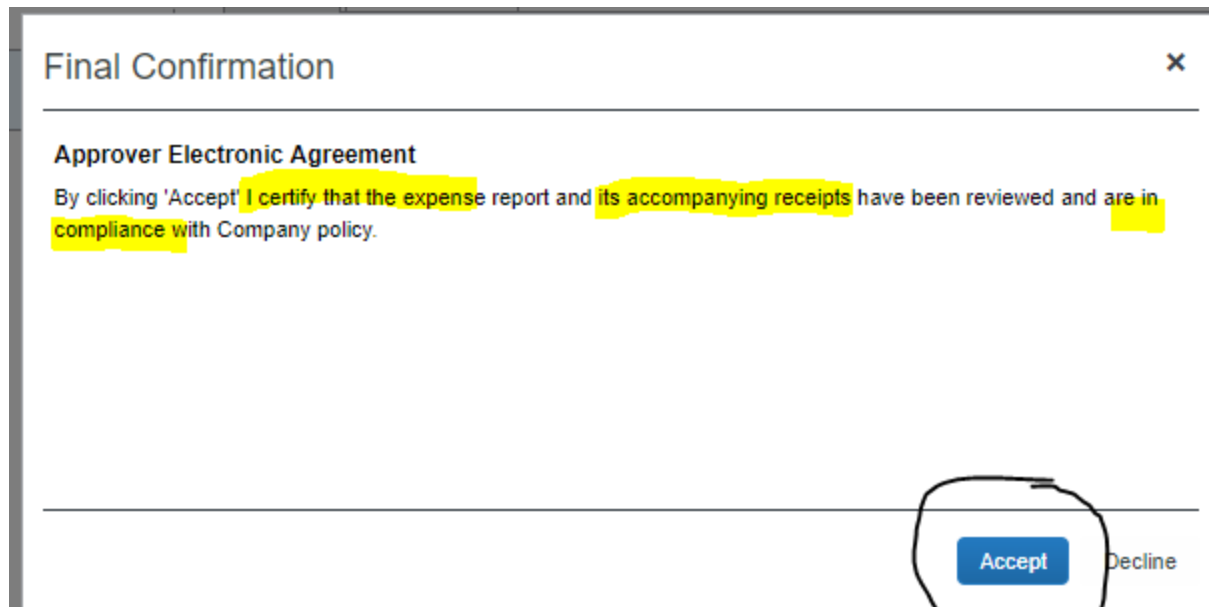
Month Ending 05/31/2019			07/01/2018 Through 05/31/2019		
Actual	Budget	Variance	Actual	Budget	Variance
District Revenue					
1,445.87	2,202.00	(756.13)	41,739.78	43,536.00	(1,796.22)
4,228.73	8,036.00	(3,807.27)	8,233.32	8,036.00	197.32
95.80	300.00	(204.20)	601.25	750.00	(148.75)
<u>5,770.40</u>	<u>10,538.00</u>	<u>(4,767.60)</u>	<u>50,574.35</u>	<u>52,322.00</u>	<u>(1,747.65)</u>
District Expenses					
Conference Expenses					
0.00	75.00	(75.00)	0.00	75.00	(75.00)
0.00	200.00	(200.00)	0.00	200.00	(200.00)
(Trophies, Plaques, Ribbons & Certificates)					
301.56	100.00	201.56	301.56	100.00	201.56
7012-000000 - Supplies & Stationery Expense					
500.00	0.00	500.00	500.00	0.00	500.00
7014-000000 - Room Rental Event Expense					
6,946.88	6,538.00	408.88	6,946.88	6,538.00	408.88
7016-000000 - Meal Event Expense					
0.00	100.00	(100.00)	0.00	100.00	(100.00)
7018-000000 - Decorations Expense					
0.00	300.00	(300.00)	0.00	300.00	(300.00)
7020-000000 - Printing Expense					
0.00	75.00	(75.00)	0.00	75.00	(75.00)
7022-000000 - Audio Visual Expense					
190.02	50.00	140.02	190.02	50.00	140.02
7030-000000 - Photocopying Expense					
350.00	0.00	350.00	350.00	0.00	350.00
7042-000000 - Outside Contractor Expense					
23.75	0.00	23.75	189.90	0.00	189.90
7070-000000 - Bank Charges & Credit Card Fee Expense					
0.00	250.00	(250.00)	146.15	250.00	(103.85)
7078-000000 - Food Expense					
216.73	50.00	166.73	249.55	50.00	199.55
7080-000000 - Gifts & Thank You					
0.00	250.00	(250.00)	0.00	250.00	(250.00)
7090-000000 - Equipment Rental					
<u>8,528.94</u>	<u>7,988.00</u>	<u>540.94</u>	<u>8,874.06</u>	<u>7,988.00</u>	<u>886.06</u>
Total Conference Expenses					
0.00	230.00	(230.00)	437.67	4,860.00	(4,422.33)
TLI Expenses					
0.00	0.00	0.00	958.62	725.00	233.62
District Store Expenses					
Marketing Expense					
18.98	0.00	18.98	136.24	80.00	56.24
Building New Clubs					
Membership Growth					
0.00	0.00	0.00	0.00	400.00	(400.00)
7006-000000 - Educational Materials					
0.00	0.00	0.00	0.00	300.00	(300.00)
7036-000000 - Advertising Expense					
150.00	0.00	150.00	150.00	1,800.00	(1,650.00)
7040-000000 - Trade Show Registration Expense					
0.00	0.00	0.00	(975.00)	0.00	(975.00)
7082-000000 - Incentives					
0.00	0.00	0.00	0.00	2,000.00	(2,000.00)
7086-000000 - Miscellaneous Expenses					
<u>150.00</u>	<u>0.00</u>	<u>150.00</u>	<u>(825.00)</u>	<u>4,500.00</u>	<u>(5,325.00)</u>
Total Membership Growth					
0.00	0.00	0.00	0.00	500.00	(500.00)
Club Coaches					
Rebuilding					
0.00	0.00	0.00	(680.00)	0.00	(680.00)
7016-000000 - Meal Event Expense					
0.00	0.00	0.00	264.74	0.00	264.74
7078-000000 - Food Expense					
0.00	0.00	0.00	(415.26)	0.00	(415.26)
Total Rebuilding					
429.02	0.00	429.02	141.36	3,132.00	(2,990.64)
Recognition					
505.50	40.00	465.50	505.50	440.00	65.50
Other					
<u>1,103.50</u>	<u>40.00</u>	<u>1,063.50</u>	<u>(457.16)</u>	<u>8,652.00</u>	<u>(9,109.16)</u>
Total Marketing Expense					
228.69	0.00	228.69	5,812.76	3,349.94	2,462.82
Communications & PR Expenses					
0.00	0.00	0.00	1,192.15	3,577.00	(2,384.85)
Education & Training Expense					
98.75	0.00	98.75	603.63	1,875.00	(1,271.37)
Speech Contest Expenses					
108.25	93.00	15.25	1,502.72	4,454.80	(2,952.08)
Administration Expenses					
326.77	80.00	246.77	10,406.09	23,191.58	(12,785.49)
Travel Expense					
269.67	187.00	82.67	2,736.46	2,057.00	679.46
Other Expenses					
<u>10,664.57</u>	<u>8,618.00</u>	<u>2,046.57</u>	<u>32,067.00</u>	<u>60,730.32</u>	<u>(28,663.32)</u>
Total District Expenses					
<u>(4,894.17)</u>	<u>1,920.00</u>	<u>(6,814.17)</u>	<u>18,507.35</u>	<u>(8,408.32)</u>	<u>26,915.67</u>
Total Net Income					

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
 - District method of reimbursement
 - Submit all expenses in a timely matter. No carry over expense item past sixty days.

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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