

INSTRUCTIONS:

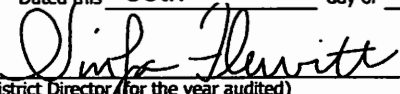
1. Complete all sections on the Narrative tab.
2. Fill in the white cells below with the appropriate information and print out this page.
3. Obtain related signature below. **Typed signatures are not acceptable.**
4. Distribute monthly reports per Toastmasters International protocol 8.4, to the District Director, Program Quality Director and Club Growth Director within 30 days after the end of the month.
5. **Quarter reports due to World Headquarters:**
 - * September report: **OCTOBER 31**
 - * December (Audit) report: **FEBRUARY 15**
 - * March report: **APRIL 30**
 - * June (Audit) report: **AUGUST 31**
6. Submit approved narratives and certification page to World Headquarters by email or fax:
 - * Scan and email the PDF to **DistrictFinancialReports@toastmasters.org**
 - * Or fax to +1 (303) 799-7753

NOTE: This certification form must be complete for the report to be accepted by World Headquarters. Reserve funds will not be released until World Headquarters receives the completed report.

In Base Currency	USD
Monthly Net Income/(Loss)	3,144.08
Year to Date Net Income/(Loss)	(5,711.52)
Total Available Funds	38,521.21

1. We, the undersigned, certify that all district financial records have been made available to the audit committee for inspection and that any unpaid bills or other outstanding obligations for the 2021-2022 term have been reported to the audit committee and included in accruals section of this audit. We further certify that there are no other outstanding district obligations incurred for the 2021-2022 term.

Dated this 30th day of January 2022



District Director (for the year audited)


District Finance Manager (for the year audited)

Complete only for the Mid-year Report and Year-end Report:

2. We, the undersigned members of the Audit Committee, have examined the records of District 25 for the 2021-2022 term in accordance with the Audit Committee Guidelines* and believe that this report properly reflects the operation for that term.

Dated this 1st day of February 2022


Chairman


Member


Member

* Audit Committee Guidelines are available at the District Finance Corner: www.toastmasters.org/AuditGuide

NOTE: Audit committee members cannot be members of the district executive committee (e.g., district director, program quality director, club growth director, immediate past district director, secretary, finance manager, public relations officer, division directors, area directors).

In the following white cells, include a brief narrative (description/explanation) of the monthly income, revenues and expenses associated with each category of the Treasurer's Report. Explain if the monthly activities aligned or did not align with the district budget and the District Success Plan. A separate sheet may be used. For each of the four Quarter Reports, **all sections of this narrative page must be completed in order for the report to be accepted by World Headquarters.** The questions in the boxes are to help you formulate narratives. Delete the questions, and replace them with your narratives.

Membership Dues Allocation

Membership dues were \$4,073 below budget for the first two quarters, COVID's impact on group meetings continues to affect member participation and dues renewal. District leaders are working with clubs in distress to help them restart and regain membership.

Conference Net Income/(Loss)

The District 25 Conference will be held May 13-14, 2022 at the Marriott DFW Westlake hotel, the same venue as last year.

Fundraising Net Income/(Loss)

There were no fundraising events in December.
Two fundraising events were held in the first six months of 2021-2022. In August the District held its annual Awards Banquet which focuses on individual Toastmaster and Club recognition. In November, the District held its annual Summit, with its emphasis on Toastmaster education.
Actual expenses for the two events were within \$150 of budget. Revenue was \$12,285 less than planned.

District Store Net Income/(Loss)

District 25 does not operate a store.

Marketing Outside of Toastmasters

Expenses were \$120 below budget for December and \$2,815 below budget year-to-date.
Planned purchases of printing services and promotional materials did not occur.
District leaders meet with local business leaders to promote company Toastmaster clubs.
A mid-year training recommendation will soon be implemented: the District Club Growth Director will reach out to Chambers of Commerce in non-Toastmaster communities and work with those Chambers open to Toastmaster growth.

In the following white cells, include a brief narrative (description/explanation) of the monthly income, revenues and expenses associated with each category of the Treasurer's Report. Explain if the monthly activities aligned or did not align with the district budget and the District Success Plan. A separate sheet may be used. For each of the four Quarter Reports, **all sections of this narrative page must be completed in order for the report to be accepted by World Headquarters.** The questions in the boxes are to help you formulate narratives. Delete the questions, and replace them with your narratives.

Recognition

Recognition expenses were \$963 over budget for December because a July District Supply Order of 100 Triple Crown Pins was not received until December.
Year-to-date, the District is \$2,073 under budget. An incentive purchase of TI Certificates is delayed until third quarter.

Club Growth

Club Growth expenses were \$180 below budget for December and \$3,318 below budget year-to-date.
Although no new clubs have chartered this year, two prospective clubs are expected to charter in the third quarter.
Purchases of new club materials and incentives are delayed until prospective clubs approach their charter dates.
The District encourages and celebrates club open houses and charterversaries.

Public Relations

December Public Relations expenses were \$167 over budget due to an unbudgeted website expense (SEO 2-year service plan). District webmasters completed a major overhaul of the D25 website. Website expenses were well managed during the upgrade, and year-to-date are \$127 below budget.
District is \$587 under budget for all Public Relations expenses year-to-date. Planned Telephone and Audio/Visual expenses were not incurred. The district continues to leverage social media to deliver information and promotional messages.

Education and Training

District 25's main focus in December was the training of club officers.
The District was over budget by \$6,047 year-to-date because June leadership retreat training expenses totalling \$5,835 were incorrectly recorded in July.

Speech Contests

District 25 plans to hold its speech contests virtually in the third and fourth quarters.

Administration

Administraton expenses are \$327 over budget year-to-date.
District 25 expensed \$288 in unbudgeted funds to participate in Toastmaster International's Canva Pilot Project.

Food and Meals

No food and meals expenses were planned or incurred in the first or second quarters.

Travel

In the following white cells, include a brief narrative (description/explanation) of the monthly income, revenues and expenses associated with each category of the Treasurer's Report. Explain if the monthly activities aligned or did not align with the district budget and the District Success Plan. A separate sheet may be used. For each of the four Quarter Reports, **all sections of this narrative page must be completed in order for the report to be accepted by World Headquarters.** The questions in the boxes are to help you formulate narratives. Delete the questions, and replace them with your narratives.

No travel expenses were planned or incurred in the first or second quarters.

Lodging

No lodging expenses were planned or incurred in the first or second quarters.

SIGNATURE CERTIFICATE





REFERENCE NUMBER

406B1A13-63F9-43F2-A1E0-9BAC6D6258F0

TRANSACTION DETAILS	DOCUMENT DETAILS
<p>Reference Number 406B1A13-63F9-43F2-A1E0-9BAC6D6258F0</p> <p>Transaction Type Signature Request</p> <p>Sent At 02/01/2022 11:36 CST</p> <p>Executed At 02/02/2022 18:05 CST</p> <p>Identity Method email</p> <p>Distribution Method email</p> <p>Signed Checksum 919916456140f1743f5df505e24a70ceee1633e2822d11196aa269be74e838f3</p> <p>Signer Sequencing Disabled</p> <p>Document Passcode Disabled</p>	<p>Document Name D25 2q 2021-2022 Certification And Narratives Report</p> <p>Filename d25_2q_2021-2022_certification_and_narratives_report.pdf</p> <p>Pages 4 pages</p> <p>Content Type application/pdf</p> <p>File Size 242 KB</p> <p>Original Checksum 3a8d1f6a9a51e033cfbeeae11ffe379079aec426f0ce7265dd480845318fff69</p>

SIGNERS

SIGNER	E-SIGNATURE	EVENTS
<p>Name Glenda Curry</p> <p>Email gcurry2019@gmail.com</p> <p>Components 1</p>	<p>Status signed</p> <p>Multi-factor Digital Fingerprint Checksum 27bf82b4b441a278d9418da3734a0821f9f6a90398cc210da601aeacefbd4dd</p> <p>IP Address 47.24.60.39</p> <p>Device Chrome via Windows</p> <p>Typed Signature </p> <p>Signature Reference ID CD157E5E</p>	<p>Viewed At 02/02/2022 18:04 CST</p> <p>Identity Authenticated At 02/02/2022 18:05 CST</p> <p>Signed At 02/02/2022 18:05 CST</p>
<p>Name John Bergs</p> <p>Email jkbergs86@yahoo.com</p> <p>Components 1</p>	<p>Status signed</p> <p>Multi-factor Digital Fingerprint Checksum dd65cfd9f93fd8fc1b3206df48abb831ad06b21ed562425c68c7cfaf54b549c1</p> <p>IP Address 97.93.241.78</p> <p>Device Chrome via Windows</p> <p>Typed Signature </p> <p>Signature Reference ID 81D00FB2</p>	<p>Viewed At 02/02/2022 12:14 CST</p> <p>Identity Authenticated At 02/02/2022 12:15 CST</p> <p>Signed At 02/02/2022 12:15 CST</p>
<p>Name Brenda Daniels</p> <p>Email</p>	<p>Status signed</p> <p>Multi-factor Digital Fingerprint Checksum</p>	<p>Viewed At 02/01/2022 11:50 CST</p> <p>Identity Authenticated At</p>

brendaddaniels@gmail.com

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02/01/2022 11:51 CST

Components

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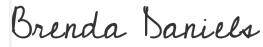
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Device

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Typed Signature



Signature Reference ID

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AUDITS

TIMESTAMP	AUDIT
02/01/2022 11:36 CST	Larry Core (larry@lcorecpa.com) created document 'd25_2q_2021-2022_certification_and_narratives_report.pdf' on Chrome via Windows from 172.0.144.47.
02/01/2022 11:36 CST	Brenda Daniels (brendaddaniels@gmail.com) was emailed a link to sign.
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