

Toastmasters New Zealand

Financial Report for the period 1 July 2017 to 31 March 2018

The Nine Month Financial Report includes:

- Income Statement for the period ended 31 March 2018
- Notes to the Income Statement for the period ended 31 March 2018
- Available Funds as at 31 March 2018
- Balance Sheet as at 31 March 2018
- Fixed Asset Schedule as at 31 March 2018
- Notes to the Balance Sheet as at 31 March 2018

Income Statement for the period ended 31 March 2018

	Notes	31-Mar-18 Actual \$	2017-2018 Budget \$	Variance \$	31-Mar-17 Actual \$
District Revenue					
Membership Revenue	1	143,710	136,905	6,805	145,918
Conference Revenue	2	28,379	31,043	(2,664)	29,776
District Store Revenue	3	14,893	16,500	(1,607)	18,656
Speech Contest Revenue	8	1,904	2,000	(96)	3,464
Other Revenue	4	18,017	27,890	(9,873)	24,892
Total District Revenue		206,903	214,338	(7,435)	222,706
District Expenses					
Conference Expenses	2	27,486	27,985	(499)	25,498
District Store Expenses	3	13,923	10,500	3,423	23,690
Marketing Expenses	5	25,466	44,395	(18,929)	15,925
Communications & PR Expenses	6	3,606	3,489	117	4,149
Education & Training Expense	7	19,667	22,815	(3,148)	13,788
Speech Contest Expenses	8	11,415	20,595	(9,180)	8,935
Administration Expenses	9	4,497	5,405	(908)	3,316
Travel Expenses	10	69,623	69,225	398	56,604
Other Expenses	11	501	450	51	0
Total District Expenses		176,184	204,859	(28,675)	151,905
Total Surplus / (Deficit)		30,719	9,479	21,240	70,801

Notes to the Income Statement for the period ended 31 March 2018

1. Membership Revenue is \$6,805 ahead of budget. Clubs, Areas & Divisions have been working hard to increase membership. The chartering of new clubs and effective social media advertising has also helped to increase membership in the District.
2. Conference Revenue for the two conferences this year are under budget by \$2,664. There is further income expected for the Waipuna May conference. Expenses are close to budget. Both the Gisborne & Waipuna conference committees have worked hard to keep costs under control and meet their budgets.
3. The District Store Revenue is \$1,607 behind budget for the 9-month period. This is due to reduced sales after Pathways rolled out in our District at the start of December. Expenditure is \$3,423 over budget. It was a challenge to budget for district supplies with Pathways rolling out half way through the Toastmaster year. We wanted to ensure there was enough stock to meet the needs of those who are still working in the traditional program. Stock will now be purchased on an as needed basis up to the end of the Toastmaster year.
4. Other Revenue is made up of District Service Charge invoiced to all clubs. This is behind budget as it was budgeted that all clubs would pay by 31 March. As at 31 March 60% of clubs have paid. The unpaid clubs will be followed up in the coming weeks, and reminder notices will be sent out.
5. The main focus for marketing in the first 9 months of the year has been a Neighbourly promotion, advertising in a careers expo magazine, printing updated visitors booklets & distributing copies to all clubs, facebook promotions (including boosting club open meeting event posts), a video competition open to all clubs to produce promotional videos for use by the district, and "back of bus" advertising. Marketing spend is currently under budget by \$18,929, however there is a large promotion via billboards & bill stickers which will take place over the coming weeks. The District has received donated advertising from Google to the value of \$1700.
6. The Communications and PR spend is on budget. These costs relate to the District website.

7. Education and Training expenditure is \$3,148 below budget due to the Divisions and Areas exercising good cost control when running workshops & club leadership training. Savings were also made on room rental for District Officer trainings.
8. Round one of the speech contests being Table Topics and Humorous Speech for Areas and Divisions took place over September and October, and Round two being Evaluation and International Speech have been completed over March and April. The budgeted revenue was based on the Divisions that levy a door charge for their contests. Expenditure is behind budget by \$9,180 mostly due to good cost control, but also due to expense claims still to be submitted by District Officers.
9. The total administration expense is tracking well, being \$908k under budget due to good cost control.
10. Travel expenditure is currently on budget. District Officers have been booking early to get the best fares for flights, and exercising good cost control for travel claims to all District Officer Training.
11. Other expenses are on budget.

Available Funds as at 31 March 2018

	31-Mar-18 Actual \$	31-Mar-17 Actual \$
Main Operating Account	11,689	22,100
USD Account	14,296	14,275
Conference A – Gisborne November 2017	2,613	73
Conference B – Waipuna May 2018	42,795	152
Conference C – not in use	152	272
Conference D – not in use	1,193	40,760
Total Bank Accounts	<u>72,738</u>	<u>77,632</u>
District Reserve held at WHQ	<u>251,869</u>	<u>246,576</u>
Total Cash & District Reserve	<u>324,607</u>	<u>324,208</u>
Minimum District Reserve Required at Year End	<u>(40,213)</u>	<u>(36,731)</u>
Total Available Funds	<u>284,394</u>	<u>287,477</u>

Balance Sheet as at 31 March 2018

	Notes	31-Mar-18 Actual \$	31-Mar-17 Actual \$
Current Assets			
Cash & Cash Equivalents	1	324,607	324,208
Prepaid Expenses	2	6,062	10,300
Other Current Assets	3	528	<u>(3,279)</u>
Total Current Assets		331,197	331,229
Fixed Assets			
Fixed Assets	4	938	2,179
Accumulated Depreciation	4	117	<u>2,179</u>
Total Fixed Assets		821	0
Total Assets		332,018	331,229
Current Liabilities			
Accounts Payable	5	4,680	1,630
Accrued Liabilities	6	662	662
Deferred Revenue	7	38,559	<u>38,008</u>
Total Current Liabilities		43,901	40,300
Total Liabilities		43,901	40,300
Net Assets		<u>288,117</u>	<u>290,929</u>
Members Funds			
Equity	8	251,591	204,745
Cumulative Translation Adjustment	9	5,807	15,383
Net Surplus/(Deficit)	10	30,719	70,801
Total Members Funds		<u>288,117</u>	<u>290,929</u>

Fixed Asset Schedule

as at 31 March 2018

	Location	Depn Rate p.a.	Cost 01.07.17	Accum Depn 01.07.17	Net Book Value 01.07.17	Additions	Depn Expense 31.3.18	Accum Depn 31.3.18	Net Book Value 31.3.18
Jolyon Firth Cup -International	Awarded	10%	150	150	0		0	150	0
Maurice Hayes Cup - Entertainment	Awarded	10%	200	200	0		0	200	0
John Fauvel Cup - Table Topics	Awarded	10%	150	150	0		0	150	0
Ray Morse Cup - Humorous	Awarded	10%	180	180	0		0	180	0
Rob Henry Cup - Evaluation	Awarded	10%	200	200	0		0	200	0
Don Harden Memorial Trophy	Awarded	10%	150	150	0		0	150	0
Jack Duffy Memorial Award	Awarded	10%	150	150	0		0	150	0
Toastmaster of the year Cup	Awarded	10%	200	200	0		0	200	0
Dan Coomey Shield	Awarded	10%	150	150	0		0	150	0
Bulletin Award Cup	Awarded	10%	150	150	0		0	150	0
IPDG Trophy	Awarded	10%	200	200	0		0	200	0
District Banner	DD	10%	100	100	0		0	100	0
Convention Banner	Wellington	10%	100	100	0		0	100	0
DD Gavel & Stand	DD	10%	100	100	0		0	100	0
Convention Stand & Gavel	Wellington	10%	600	600	0		0	600	0
Timing Lights	DD	10%	150	150	0		0	150	0
Computer Server (July 2013)	Wellington	33.3%	2,179	2,179	0		0	2,179	0
Surface Pro (January 2018)	District Supplies	50%	0	0	0	938	117	117	821
			5,109	5,109	0	938	117	5,226	821

Notes to the Balance Sheet as at 31 March 2018

1. Cash comprises all the bank accounts held by District 72 and the District 72 Reserve which is held in the US by Toastmasters International. For detail please refer to the listing of Available Funds as at 31 March 2018 above.
2. Prepaid expenses comprise expenses that have been paid before the event has taken place. Such expenses are held on the Balance Sheet until the event occurs. For example, expenses for the May conference have been prepaid and will be moved to the Income Statement on the completion of the May accounts to reflect the period and event they relate to. Prepaid expenses as at 31 March 2018 are comprised of travel expenses submitted in advance by District Officers and costs for the Waipuna May 2018 conference.
3. Other Current Assets is the current balance of Goods and Services Tax that the District either expects to be able to claim as a refund or will pay on completion of the six monthly GST Return as at 30 June 2018.
4. The Fixed Asset being depreciated is a Surface Pro currently held by District Supplies from January 2018.
5. The accounts payable balance comprises invoices that were entered into the accounting system during March but were not paid until April.
6. The accrued liabilities balance relates to outstanding cheques that have not been cashed against the District bank accounts. As these are all historic in nature and it is unlikely we will be called upon to issue new cheques, we have asked WHQ to reverse this liability, and they have advised they will not reverse due to US regulations.
7. Deferred Revenue comprises the registration fees for the Waipuna May 2018 conference. As at the end of March this was the amount of registrations received by the Conference Committee. The registrations are held on the balance sheet until the event occurs and will be released to the Income Statement in May 2018.
8. This figure represents the equity of Toastmasters New Zealand, being the value of the assets owned after deducting liabilities due and the other items of equity being the Cumulative Translation Adjustment and the year to date result, which are shown separately.

9. The Cumulative Translation Adjustment is the sum of foreign exchange gains and losses made on the translation of the District Reserve and USD Bank Account which are denominated in USD and translated to NZD for financial reporting purposes. This figure is built up over the years that District 72 has been preparing financial reports and fluctuates depending on exchange rate movements.

10. Refer to the Income Statement ended 31 March 2018 above.

Tania Fraser DTM

District 72 Finance Manager

2017-2018

Report drafted as at 30 April 2018