

District 112.

Northern New Zealand

Financial Statement for the Six Month period 1 July 2019 to 31 December 2019

*The layout of this Financial Statement is in accordance with the Optional Template for applying Public Benefit Entity Simple Format Reporting – Accrual (Not-For-Profit) Tier Three, provided by the Charities Commission.*

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Part A Non-Financial Information

A1 Entity Information

**Reporting Entity**

The reporting entity **is Toastmasters International District 112**.

District 112 was established by Toastmasters International on the first of July 2018 by splitting it off from Toastmasters International District 72, which until that date had covered all of New Zealand.

**Affiliation and Liability:**

Source is the Toastmasters International, District Administrative Bylaws (Article III)**.**

(a) With Toastmasters Clubs  
All member clubs in Toastmasters International in good standing within the boundaries of this District, and all such clubs organized hereafter, shall be affiliated with this District. However, this District shall have no liability to any third party for any debt or obligation of any club, nor shall any club have any liability to any third party for any debt or obligation of this District or any other component part of Toastmasters International.

(c) With Toastmasters International  
This District is an integral part of Toastmasters International, a California non-profit public benefit corporation, and, as an administrative unit of that corporation, its activities and affairs shall be managed, and its powers exercised, under the ultimate direction of the Board of Directors of Toastmasters International. This District is not an independent or autonomous legal entity. Because Toastmasters International is the exclusive owner of all the trade names, trademarks, service marks, emblems, insignia, and copyrights associated with the Toastmasters collective membership mark, no District has the authority to create a separate legal entity.

The boundaries of the District are New Zealand, north of the Wellington (local body) Region.

Toastmasters International was registered with the office of the Secretary of State of the State of California (USA) on 19th December 1932. It is a non-profit public benefit corporation and is not organized for the private gain of any person. It is organized under the California Non-profit Public Benefit Corporation Law for charitable purposes.

**Governing Documents**

District 112 is governed (in descending order) by the Articles of Incorporation and Bylaws of Toastmasters International, the District Administration Bylaws and Toastmasters International Policies and Protocols, which are common to all Districts.

District 112 Procedures provide guidance where Toastmasters International policies or procedures are silent or vague. This defines District 112 traditions and unique aspects of our District culture. Details related to awards, trophies and other District traditions provide historical context and help preserve the richness of District 112 culture. No procedure of District 112 may conflict with these governing documents.

**Registration Number**

Toastmasters International District 112 does not have separate legal status in New Zealand. It is registered as a charity with the Department of Internal Affairs – Charitable Services. The official Registration Number is CC55508

**Entity Mission**

The mission of the District as stated in the District 112 Procedures is

DP 1 DISTRICT OBJECTIVE

The District Mission as defined by Toastmasters International is:

*We build new clubs and support all clubs in achieving excellence.*

To improve the promotion of Toastmasters International within New Zealand, each year District 112 shall aim to achieve, through the use of the District Success Plan, the minimum of Distinguished District.

District 112 covers a large geographical area and is committed, as much as practicable, to providing the benefits of Toastmasters to rural and urban areas and to ensuring that urban and rural members are enabled to take advantage of the communication and leadership opportunities in the District.

**Entity Structure**

Between the meetings of the District 112 Council in May and September, the District is administered by the District Executive Committee. This fifty-five member committee meets four times a year and consists of:

* The District Director, The Programme Quality Director and the Club Growth Directors, who are elected at the May Annual District Council.
* The Public Relations Manager, Finance Manager and Administration Manager, who are nominated by the District Director elect and ratified by the May Annual District Council.
* The Immediate Past District Director.

These six officers assisted by the District Parliamentarian and District Logistics Manager are referred to as the “Top Table” and are responsible for day to day operations of the District between meetings of the District Executive Committee. They may not exercise any of the powers, which the Governing Documents reserve to the District Executive Committee.

* The Eight Division Directors. The District is divided into eight Divisions, each headed by a Division Director, who is elected by the May District Council Six of the Divisions contain five area and the remaining divisions have four and three Areas respectively.
* The Thirty-Eight Area Directors. The practice in District 112 is that the Area Directors are nominated by the District Director and approved by the District Council. Each area consists of between four and six clubs with the Area Directors. The role of the Area Directors is to support their assigned clubs and to be the primary communications conduit between the clubs and the District.

**Sources of Cash and Resources.**

At club level, members pay six monthly dues which contain the Toastmasters International portion (USD 45) and usually a portion to fund local club operations. The club remits the international portion to Toastmasters International. One quarter of the international dues received is allocated to fund District operations. These funds are held in an account at World Headquarters (Englewood, Colorado, USA) and Districts draw on these as required. District 112’s practice is to draw down the funds into a US Dollar account at the BNZ and then transfer funds to our operating account as required.

In the previous year some clubs made a voluntary “District Service Charge” donation to the District. In previous years (in the old District 72) this was a levied charge, however in District 112 it is an optional voluntary donation, which may be used within the Division the club is part of. The District Executive determined that for the 2019-2020 years there was no need for these donations.

The only other sources of income for District 112 are:

(i) Members payments for the basic registration and meals for the May District Conference. The conference is always budgeted to break even.

(ii) District officers partial contribution to the lunch during District Executive meetings.

(iii) Registrations for the District Awards Dinner held in September.

The District does not undertake any fundraising activities, other than seeking some sponsorship to allay the costs of the annual conference to members.

**Volunteer Services**

With the exception of the staff employed at the Toastmasters International World Headquarters in Englewood, (Denver) Colorado, USA; there are no other staff employed by Toastmasters International and the Organisation worldwide to totally run by volunteers.

**Entities Reliance on Donated Goods or Services**

Whilst the annual District Conference may receive some donated goods or services to reduce the costs on members attending, there are no material donations received for day-to-day operations. The District does reimburse expenditure by District officers for specified District events and travel.

**Contact Details**

Physical Address:

The District does not own or rent any real property. There is no physical address. The service for any documents is the residential address of either the current District Director or District Finance Manager.

Postal Address:

The current postal address is PO Box 135, Kaukapakapa, Auckland 0843.

Phone Number:

The current phone numbers are:

District Director 027 527 4913

District Finance Manager 021 0233 2092

Email:

District Director d112director@toastmasters.org.nz

District Finance Manager d112finance@toastmasters.org.nz

Website:

The District website is https://d112tm.org.nz

The District Facebook page is https://www.facebook.com/d112toastmastersnz

A2 Statement of Service Performance, for the period 1 July 2019 to 31 December 2019

The Toastmaster’s year runs from 1st July until 30th June. The outcomes are for the full year and the outputs for the first six months are measured against the annual outcomes.

The Mission of District 112 is as specified on Page 2

**Outcomes:**

[1] Toastmasters International Performance Indicators.

Known as the “Distinguished District Program” these are common to all 116 Districts and consist of two qualifying requirements and three performance measures

To be considered for recognition, Districts must meet two qualifying requirements:

1. They must submit the Division and Area Directors Training Report to World Headquarters by September 30 showing that 85 percent of division and area directors were trained.

2. They must submit the District Success Plan to World Headquarters by September 30.

There are three categories, each with four achievement levels in the Distinguished District Program,

**A Membership Payments**. A membership payment is a payment received by Toastmasters International in respect of either a renewing member or a new member. The measure is the percentage increase for this year over the previous Toastmasters year.

The base number for District 112 in the 2019-2020 year is 6,518 Membership Payments

The goal for Distinguished District is an increase of 1.5% (6,616)

The goal for Select Distinguished District is an increase of 3.0% (6,714)

The goal for President’s Distinguished District is an increase of 5.0% (6,844)

The goal for Smedley Distinguished District is an increase of 8.0% (7,040)

**B Clubs in Good Standing.** This is a Toastmasters Club where at least eight members’ dues have been paid to Toastmasters International for the current bi-annual dues round. The measure is the percentage increase for this year over the previous Toastmasters year.

The base number for District 112 in the 2018-2019 year is 169 Clubs

The goal for Distinguished District is an increase of 1.5% (172)

The goal for Select Distinguished District is an increase of 3.0% (175)

The goal for President’s Distinguished District is an increase of 5.0% (178)

The goal for Smedley Distinguished District is an increase of 8.0% (183)

**C Distinguished Clubs.** There is a Distinguished Club Program, consisting of ten goals (6 are educational, 2 are new members, 1 is Club officers trained and 1 is administrative. A club which achieves any five goals and meets the qualifying requirement of the lower of either having twenty members or a net growth of five over the previous year’s membership is Distinguished.

The goal for Distinguished District is 40% of the District’s clubs are distinguished.

The goal for Select Distinguished District is 45% of the District’s clubs are distinguished

The goal for President’s Distinguished District is 50% of the District’s clubs are distinguished

The goal for Smedley Distinguished District is 55% of the District’s clubs are distinguished

**NOTE:**

A club cannot be distinguished until the dues for the April/September period have been paid to Toastmasters International

**[2] District 112 Performance Indicators.**

The District Director, Program Quality Director and Club Growth Director compiled the District 112 Success plan, which was submitted to Toastmasters International. This contained the following additional performance indicators.

A table in the Outcomes section lists both these additional performance indicators and the outcomes half way through the year.

**Outputs:**

Description and Quantification (to the extent practicable) of the Entity's Outputs:\*

**[1] Toastmasters International Performance Indicators.**

|  |  |
| --- | --- |
| Performance Indicators Performance Indicators | Status as at 31 December 2018 |
| Submit the Division and Area Directors Training Report to World Headquarters by September 30 showing that 85 percent of division and area directors were trained. | Achieved |
| Submit the District Success Plan to World Headquarters by September 30 | Achieved |
| Increase in Membership Payments Goal of 103% on last year | 3,220 received to 31 December 2019  3,204. received to 31 December 2018  48% of this year annual goal. |
| Increase in the number of Clubs in Good standing. Goal of 103% on last year | As at 31 December 209 167  As at 31 December 2018 164.  95% of this year annual goal. |
| Distinguished Clubs. | Zero. No club can be distinguished before the April dues round. |

**[2] District 112 Performance Indicators.**

|  |  |
| --- | --- |
| Performance Indicators | Status as at 31 December 2019 |

|  |  |
| --- | --- |
| OUTCOMES | OUTPUTS |
| **Goals 1 & 2 Membership Payments and Club Growth (CGD Stephen Budai)** | |
| 1.1 Appoint Club Coaches for clubs where their membership is below 13. These Club Coaches support the club leadership in growing the club. | Regular appointments have been made throughout the year. Unfortunately, we do not have enough Club Coaches to go around. |
| 1.2 Appoint a Club Coach Chair, to support the club coaches. | Murray Coutts has been re-appointed as the Chairman for the Club Coaches |
| 1.3 Develop a plan to support low membership clubs, where there is not an available club coach. | Murray Coutts and Neville Isherwood have been appointed to offer coaching to the Club Presidents and VP Education of clubs that do not have anyone appointed. |
| 1.4 Establish and promote a district marketing fund which is available to support individual clubs marketing and promotional efforts. | This has been available all year and has been highlighted in all newsletters from District |
| 1.5 Make funds available for paid Facebook boosting of club Facebook pages. | This is encouraged and we would ideally like all clubs to have FB boosted. |
| 1.6 Provide a high quality Visitor Brochure to clubs free of charge, for them to give to first time guests. | During the year we had another 9000 copies printed. Distributed to Areas Directors when required. |
| 1.7 Maintaining a high membership retention rate. | This is still work in progress and will have its challenges at April dues period. |
| 1.8 Supporting Division Directors in identifying opportunities for new clubs and supporting their efforts to charter those clubs. | Initial meetings with Division directors identified the potential in all Divisions.  District is very encouraging in this area. |
| 1.9 Provide support training for members taking on the roles of Club Sponsor and Club Mentor | Appointed Marlene Krone as the Chairman for this group and we have regular Zoom coaching sessions |
| 1.10 To have a dedicated team to support demonstration meetings for new clubs. | This is done on a case by case basis. We try and share the load preventing burnout. |

|  |  |
| --- | --- |
| OUTCOMES | OUTPUTS |
| **Goal 3 Distinguished Clubs (PQD Sharon Kerr Phillips)** | |
| 3.1 Actively support clubs situated in areas where the geographical area or demographics or seasonal nature present challenges. | Too difficult to quantify |
| 3.2 Arrange workshops in those areas and discuss strategies. | Insufficient information was provided. |
| 3.3 Hold multiple high-quality Club Officer training sessions. Round 1 is June/August. Round 2 is November/February | (a) Feedback from the first round was favourable.  (b) The second round is in progress. Six events were held prior to 31/12/19 and nine are scheduled for January/February |
| 3.4 Ensure that all presenters have had the opportunity to attend a speaker to trainer workshop | District officers received this training. Other presenters did not. |
| 3.5 Provide an incentive that clubs who have had 5 or more officers attend each round go into a draw. | (a) 74 clubs had five or more club officers attend COT Round 1  (b) Round two is still in progress. |
| 3.6 All clubs who have had 5 or more officers attend the first round will be acknowledged at the District Awards dinner. | Not done |
| 3.7 Where a club officer has not attended training, the Area or Division Director is to meet with that club officer and provide one on one training. | Implementation was sporadic This was not effectively implemented. |
| 3.8 Run a promotion for clubs who provide their club success plan to the district by 1st of November. | Very limited results. |
| 3.9 Encourage all club officers to fulfil the responsibilities of their role. | Difficult to quantify. Some Club officers had fulfilled the responsibilities of their role, others had not. |
| 3.10 Encourage newer members to take up the opportunities and responsibilities of being a club officer. | Not quantifiable in the first six months. |
| 3.11 Establish Pathways. Champions in each Division, Area and club | Achieved in each Division.  Not achieved at Area and club level. |
| 3.12 Ensure that these Pathways. Champions are well trained and equipped. | Work in progress. Further action is required. |
| 3.13 Hold at least five Zoom sessions each week to support new members or members transitioning to Pathways | Achieved for the first six months. |
| 3.14 Have an incentive based on clubs who have had 100% of their members for more than two months completing level in Pathways. One incentive for the first six months and one for the second six months. | Data is not available. |
| 3.15 Encourage clubs to send out early renewal notices. | No significant impact. |
| **Additional Goal (DD Neil Stichbury)** | |
| Encourage and support club’s online presence – websites and social media | Some work done in this area. The Division Directors are to report in detail at the March 2020 Executive meeting. |

Part B Financial Information

B1 Statement Of Financial Performance For The Six Month Period 1 July 2019 To 31 December 2019

"How was it funded?" and "What did it cost?"

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Note | Actual | Budget | Variance | Last year Actual |
| **REVENUE** |  |  |  |  |  |
| Donations, fundraising and other similar revenue | 1 | $0 | $0 | $0 | $ 4,617 |
| Fees, subscriptions and other revenue from Members | 2 | $52,614 | $47,889 | $4,725 | $ 49,133 |
| Revenue from providing goods or services | 3 | $0 | $0 | $0 | $ 0 |
| Interest, dividends and other investment revenue | 4 | $8 | $30 | ($22) | $ 18 |
| Conference Revenue & Expenses | 5 | $0 | $0 | $0 | $ 0 |
| Other Revenue | 6 | $0 | $0 | $0 | $ 0 |
| **TOTAL REVENUE** |  | $52,622 | $47,919 | $4,814 | $ 53,768 |
|  |  |  |  |  |  |
| EXPENSES |  |  |  |  |  |
| Expenses related to public fundraising | 7 | $0 | $0 | $0 | $ 0 |
| Volunteer and employee related costs | 8 | $0 | $0 | $0 | $ 0 |
| Grants and Donations Made | 9 | $0 | $0 | $0 | $ 0 |
| Marketing Expenses | 10 | $22,251 | $18,358 | $3,893 | $ 14,370 |
| Public Relations Expenses | 11 | $3,016 | $6,932 | ($3,916) | $ 2,244 |
| Education & Training Expenses | 12 | $16,176 | $25,060 | ($8,884) | $ 10,037 |
| Speech Contests | 13 | $3,569 | $7,226 | ($3657) | $ 484 |
| Administration Expenses | 14 | $9,040 | $16,603 | ($7,563) | $ 9,187 |
| Travel Expenses | 15 | $23,876 | $35,125 | ($11,249) | $ 14,994 |
| Other Expenses | 16 | $3,477 | $2,504 | $976 | $ 2,520 |
| **TOTAL EXPENSES** |  | $81,404 | $111,805 | ($30,401) | $ 53,836 |
| Excess of Expenditure over Income |  | (28,782) | ($63,886) | $35,215 | ($ 68) |

**B2 Statement of Financial Position as at 31st December 2018**

"What the entity owns?" and "What the entity owes?"

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  | Last Year |
| ASSETS: | NZ $ | NZ$ | NZ $ |
| BNZ Operating Account | $10,121 |  | $2,679 |
| BNZ Conference (Even Years) Account | $ 17,966 |  | $0 |
| BNZ Conference (Odd Years) Account | $170 |  | $9,145 |
| BNZ US Dollar Account | $15,560 |  | $ 22,332 |
| **Cash held in New Zealand** |  | $ 43,817 | $ 34,156 |
|  |  |  |  |
| District 112 Reserve Account | $83,087 |  | $ 80,427 |
| Less Minimum District Reserve Required at Year End **(Note 16)** | ($24,711) |  | ($ 24,346) |
| Cash held in the United States (NZ$ equivalent) |  | $58,376 | $ 56,081 |
| Total Available funds to the District |  | $102,193 | $ 90,237 |
|  |  |  |  |
| Prepayments / Conference deposits |  | $3,000 | $ 6,464 |
| Goods and Services Tax Refund |  | $4,013 | $ 4,408 |
| TOTAL ASSETS |  | $ 109,206 | $ 101,109 |
|  |  |  |  |
| LIABILITIES |  |  |  |
| Conference Registrations received. |  | $ 15,622 | $ 9,145 |
| Accounts Payable |  | $5,088 | $ 0 |
| TOTAL LIABILITIES |  | $20,710 | $ 9,145 |
|  |  |  |  |
| **NET ASSETS** |  | $88,496 | $ 91,964 |
| All District 112 funds are the property of Toastmasters International |  |  |  |

**B3 Schedule of Fixed Assets**

There are no fixed assets. Under Toastmasters International accounting policies only individual items with a cost exceeding US$ 500 are capitalised. Whilst a number of items were purchased in this period, as part of establishing the new District, none met the TI threshold for capitalisation.

A structure is in place to keep track of those items which are expected to last for more than one accounting period. These include banners, trophies and marketing flags/ billboards.

**B4 Accounting Policies**

**Reporting Entity**

The reporting entity is Toastmasters International District 112. (District 112).

Further information is contained in Section A1 above

**Basis Of Preparation:**

District 112 applies the Public Benefit Entity Simple Format Reporting Accrual (Not for Profit) – Tier three, on the basis that it does not have public accountability and has total annual expenses equal to or less than NZ$2 million.

The template provided by the NZ Charities Commission has been followed in preparing this document.

All transactions in the performance report are reported in New Zealand Dollars using this accrual basis of accounting.

**Goods and Services Tax**

District 112 is registered for GST. Amounts shown above are exclusive of GST.

**Comparative Figures:**

This is the second year of the District’s operation. Comparative figures are shown.

**Income Tax**

District 112 is a registered charity and has been exempted from Income tax.

**Bank Accounts and Cash.**

Under Toastmasters International Governing Documents all funds held in the District must be on call in a bank Account designated by the District Executive Committee. The bank designated is BNZ.

The District does not hold cash on hand and there was no undeposited funds as at 31 December 2019

**Revenue Recognition**

With one exception, revenue is recognised when the District has a legal right to receive cash, either now or in the future. The expectation is that under Toastmasters International Accounting policies, member’s pre-registration for the annual District Conference is recognised in the month of the conference.

Unused funds from the Reserve fund held at Toastmasters International is available to the next year’s District leadership team.

**Disbursements:**

Disbursements are made in accordance with the requirements of Toastmasters International Governing Documents and the District112 Procedures. A completed “District 112 Expenses claim form” is required for all disbursements. There is a two-level approval process. In the first level, expenditure within a division is approved by the Division Director and expenditure by the conference committee is approved by the chair of that committee. In the second level, all expenditure is approved by the District Director and the District Finance Manager, unless the expenditure is by either of these two officers, in which case wither the Program Quality Director or the Club Growth Director approve the expenditure instead.

**Audit:**

District 112 has total expenditure under the NZ$ 500,000 threshold specified under the Charities Act and does not require an audit. The financial reports from all 116 Districts are consolidated into the Toastmasters International financial statements which are independently audited.

The Toastmasters International Governing Documents, do require an “audit”, however this is not an audit in terms of recognised general accounting practice in New Zealand. It is a comprehensive review by three experienced members who are not current District 112 Officers. Their role is to examine every disbursement to verify that: it has supporting documentation, has been properly approved, and the disbursement is for an item permitted by Toastmasters International accounting policies. It is not a validation of the figures in this document.

Other Information is included in the notes below.

B5 Notes to the Accounts

|  |  |  |  |
| --- | --- | --- | --- |
|  | 2019 Actual | 2019 Budget | 2018 Actual |
| **Note 1 Donations, fundraising and other similar revenue** |  |  |  |
| Donations from Clubs | $0 | $0 | $3,732 |
| i) The district did not request any donations from clubs for this accounting period. Two were received and those were returned to the clubs involved.. | | | |
| **Note 2 Fees, subscriptions and other revenue from Members** |  |  |  |
| Membership Revenue (The budget for this area was set by WHQ.) | $52,614 | $47,889 | $49,133 |
| There was no other income from members. |  |  |  |
| **Note 3 Revenue from providing goods or services** | $0 | $0 | $0 |
| District 112 does not provide goods and services which generate revenue for the District. | | | |
| **Note 4 Interest, dividends and other investment revenue** |  |  |  |
| The only interest received was from the BNZ. The bulk of the District’s funds are held at Toastmasters international and the District does not receive interest on these. | $8 | $30 | $18 |
| Under Toastmasters Governing Documents, any funds held in the District must be on call in an approved bank. | | | |
| **Note 5 Conference Revenue & Expenses** |  |  |  |
| In the TI accounting system these are all allocated to the month of the Conference (May). | $0 | $0 | $0 |
| $15,622 (excluding GST) had been received by 31 December for Early Bird registrations. Note that with the cancelation of the May 2020 Napier Conference by Toastmasters International, all registartions and meal monies received, were refunded in April 2020. | | | |
| **Note 6 Other Revenue** | $0 | $0 | $0 |
| There were no other sources of Revenue |  |  |  |
| **Note 7 Expenses related to public fundraising** | $0 | $0 | $0 |
| The District did not engage in public fundraising. |  |  |  |
| **Note 8 Volunteer and employee related costs** | $0 | $0 | $0 |
| The District has no employees. Whilst District officers were reimbursed for authorised expenditure incurred in relation to their role. Those costs are included in the relevant other expense lines | | | |
| **Note 9 Grants and Donations Made** | $0 | $0 | $0 |
| The Toastmasters International Governing Documents, forbid the District to make grants or donations to other organisations. | | | |
| **Note 10 Marketing Expenses** |  |  |  |
| District Incentives banners & Pins | $94 | $2,865 | $208 |
| Printing & Distribution of new Guest Brochures for Clubs | $7,410 | $0 | $3,825 |
| Promotional Materials Expense | $13,271 | $15,485 | $9,020 |
| Promtional events incl Trade Show | $1,477 | $0 | $1,317 |
| **Total Marketing Expenses** | **$22,251** | **$18,358** | **$14,370** |
|  |  |  |  |
| Comments: |  |  |  |
| i) Included in the promotional materials figure is NZ$ 5,000 which was paid for a promotional activity focused on young people. Toastmasters International subsequently advised that this was an improper use of district funds and the district sought a refund. That had been agreed to and is expected in the 4th Quarter. | | | |
| ii) Whilst a large amount was budgeted for incetives in this period, almost all will apply to the second six months. One Club banner was purchased. | | | |
| iii) The reprint of the D112 Visitor brochure was budgeted for the second hald of the year. It was decided to being the print run forward. | | |  |
| iv) The promotional events were functions associated with the visit to the District by our Regional advisor | | | |
| **Note 11 Communications and public Relations Expenses** |  |  |  |
| Telephone Expenses (0899 number & texting) | $364 | $450 | $758 |
| Website Expenses | $2,422 | $1,916 | $1,486 |
| Miscellaneous CPR Expenses | $230 | $0 | $0 |
| **Total Public Relations Expenses** | **$3,016** | **$6,932** | **$2,244** |
| i) During this period, the District was using the District 72 website, due to the delays in getting our own established to the required level. District 72 charged us 50% of their costs for the period. | | | |
| ii) The texting cost was close to budget. District 72 operates the 0800 number and invoiced us 50% of the cost. The costs were significantly lower than in previous years, perhaps indicative of a major falloff in usage. | | | |
| **Note 12 Education & Training Expenses** |  |  |  |
| Training of Club Officers | $7,162 | $13,494 | $4,245 |
| Training of District Officers | $9,014 | $10,154 | $3,772 |
| Award Costs | $0 | $1,412 | $1,135 |
| **Total Education & Training** | **$16,176** | **$25,060** | $10,037 |
| Comments: |  |  |  |
| i) The budget for the District officer training was on the basis of all the District officers attending the events. A number did not attend. | | | |
| ii) The budget assumed that the June training for District officers elect would be a D112 expense, whereas D72 met that cost. | | | |
| iii) The costs of the December/February round of Club Leader training were budgeted for December. Only a small number of events occurred in December, with most happening in February. | | | |
| iii) There was significant variance in the event costs claimed for Club Officer training by different divisions. | | | |
| iv) The cost of training District officers is net of the contributions made by District officers towards the Saturday Lunch cost. | | | |
| **Note 13 Speech Contests** |  |  |  |
| Venue | $713 | $1,830 | $36 |
| Food | $1,807 | $1,495 | $235 |
| Printing | $21 | $3,150 | $95 |
| Awards (District Finals Medals & certificate holders) | $184 | $751 | $118 |
| Miscelanious | $844 | $0 | $0 |
| Total Speech Contest Expenses | **$3,569** | **$7,226** | **$484** |
|  |  |  |  |
| i) The budget assumed that all Area Contests will be held in the third quarter. Some areas decided to split the contests and the first event occurred during the first six months. | | | |
| **Note 14 Administration Expenses** |  |  |  |
| Awards , & Badges Expenses | $2,227 | $1,504 | $0 |
| Bank Charges | $155 | $251 | $367 |
| Courier | $9 | $30 | $214 |
| D112 Establishment Expenses | $0 | $0 | $6,704 |
| District Events | $1,729 | $480 | $0 |
| Educational Materials | $0 | $563 | $0 |
| Equipment Purchase (les than USD 500) | $700 | $3,000 | $0 |
| Incentives | $965 | $8,431 | $0 |
| Stationary & Printing | $1,234 | $960 | $436 |
| Telephone | $641 | $150 | $385 |
| Webinars, Zoom, Election Runner | $876 | $1,034 | $828 |
| Website add ons | $504 | $0 | $192 |
| **Total Administration Expenses** | **$9,040** | **$16,403** | **$9,126** |
|  |  |  |  |
| **Note 14 Travel Expenses** |  |  |  |
| District Director’s Travel | $4,097 | $4,960 | $2,396 |
| Program Quality Director’s Travel | $5,909 | $5,319 | $4,883 |
| Club Growth Director’s Travel | $4,448 | $5,325 | $4,036 |
| Public Relations Manager’s Travel | $1,377 | $392 | $0 |
| Finance Manager’s Travel | $0 | $0 | $68 |
| Administration Manager’s Travel | $223 | $88 | $72 |
| Division Directors Travel | $2,888 | $4,636 | $1,628 |
| Area Directors Travel | $3,582 | $11,724 | $1,101 |
| IPDD Travel | $678 | $575 | 0 |
| RA Travel | $36 | $0 | $0 |
| Other Officer’s Travel | $640 | $2,106 | $810 |
| **Total Travel Expenses** | **$23,878** | **$35,125** | **$14,994** |
|  |  |  |  |
| i) The travel budget assumed that every District Officer would attend the District Officer Training events. Some did not attend and some of those attending have either chosen not to claim for travel expenses, or have been proactive in keeping their travel costs down. | | | |
| ii) Some of the travel budget for Division Directors was allocated to July, when these officers have the discretion of when to use that allocation during the Toastmasters year. | | | |
|  |  |  |  |
| **Note 15 Other Expenses** |  |  |  |
| TI Service Charge | **$2,576** | **$2,500** | **$2,520** |
| Exchange gain/loss | **$1** | **$0** | **$0** |
|  | **$2,577** | **$2,500** | **$2,520** |
| This is for District expenses paid by WHQ. Includes travel to international training and the District share of the accounting system cost. | | | |
|  |  |  |  |
| **Note 16 Reserve Fund** |  |  |  |
| Whilst funds are allocated to the District, each time a membership dues payment is made by a club, the bulk of the allocations occur as a result of the March and September six monthly renew rounds. The District is entitled to the funds held in the District 112 reserve Fund at Toastmasters International, under the Toastmasters International Governing Documents a portion may not be used by the current District team, in order to ensure that the incoming District team in July has sufficient operating funds for the period July to September. | | | |
|  |  |  |  |
| **Note 17 Analysis of Changes in Assets and Liabilities during the year.** | | | |
|  | This Year | Last year | Change |
| ASSETS |  |  |  |
| **NZ Bank Accounts** | **$43,817** | **$34,156** | -$9,661 |
| Analysis |  |  |  |
| Normal ebb and flow |  |  |  |
|  |  |  |  |
| **TI Reserve Fund** |  |  |  |
| District 112 Reserve Account | **$83,087** | **$80,427** | $2,660 |
| Less Minimum District Reserve Required at Year End (Note 16) | $24,711 | $24,346 | $365 |
| Cash held in the United States (NZ$ equivalent) | **$58,376** | **$56,081** | $2,295 |
| Analysis |  |  |  |
| 4% variance is not significant |  |  |  |
|  |  |  |  |
| **Prepayments / Conference deposits** | **$3,000** | **$6,464** | -$3,464 |
| Analysis |  |  |  |
| Difference venues have different deposit requirements. |  |  |  |
|  |  |  |  |
| **Goods and Services Tax Refund** | **$4,013** | **$4,408** | -$395 |
| Analysis |  |  |  |
| Not material |  |  |  |
|  |  |  |  |
| **LIABILITIES** |  |  |  |
| **Conference Registrations Received** | **$15,622** | **$9,145** | $6,477 |
| Analysis |  |  |  |
| The impact of the conference promotional efforts |  |  |  |
|  |  |  |  |
| **Accounts Payable** | **$5,088** | **$0** | $5,088 |
| Analysis |  |  |  |
| The finance manager was too busy in December. |  |  |  |
|  |  |  |  |
| **Note 18 Property, Plant and Equipment** |  |  |  |
| There is no Property, Plant and Equipment, which has been capitalized. | | | |
| **Note 19 Accumulated Funds.** |  |  |  |
| These are covered in Item B3 above. |  |  |  |
| **Note 20 Commitments and Contingencies** |  |  |  |
| The District has not entered into any commitments regarding Assets, or Loans. | | | |
| There are no contingent liabilities. |  |  |  |
| **Note 21 Significant Grants and Donations with Conditions which have not been Recorded as a Liability** | | | |
| The District did not receive and significant grants or donations. | | | |
| **Note 22 Goods or Services Provided to the Entity in Kind** | |  |  |
| During the first six months of the year, the District did not receive and goods or services in kind. One of the principles of Toastmasters International is that members, including officers, use their own resources in the fulfilment of their role. The Governing Documents specify what personal expenditure is reimbursable by the District. | | | |
| **Note 23 Related Party Transactions** |  |  |  |
| There were no transactions involving related parties during the financial year. Toastmasters International has detailed policies regarding conflicts of interest and the District complies with these. | | | |
| **Note 24 Events After Balance Date (31 December 2019)** | | | |
| Apart from some late expences claims, which will be reflected in the full year accouunts, there were no events that have occurred after the balance date that would have a material impact on the Performance Report. | | | |
| **Note 25 Ability to Continue Operating** |  |  |  |
| There are no impediments to District 112 or Toastmasters International to continue operating. | | | |
|  |  |  |  |