

**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. **Electronic signatures are not acceptable.**
4. Distribute monthly reports per Toastmasters International protocol 8.4, to the district governor and lieutenant governors 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](mailto:DistrictFinancialReports@toastmasters.org)
  - \* Or fax to (949) 589-3456

**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	GBP
Monthly Net Income/(Loss)	(4,359.59)
Year to Date Net Income/(Loss)	9,610.54
Total Available Funds	28,486.28

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 2016-2017 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 2016-2017 term.

Dated this 25<sup>th</sup> day of February 2017

  
District governor (for the year audited)

M. E. Heyworth  
District treasurer (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 91 for the 2016-2017 term in accordance with the Audit Committee Guidelines\* and believe that this report properly reflects the operation for that term.

Dated this 13<sup>th</sup> day of March 2017

R. O'NEILL  
Chairman

B. ZINDI  
Member

S. SALAKO, S.S.  
Member

\* Audit Committee Guidelines are available at the District Finance Corner: [www.toastmasters.org/AuditGuide](http://www.toastmasters.org/AuditGuide)  
NOTE: Audit committee members cannot be members of the district executive committee (e.g., district governor, lieutenant governors, immediate past district governor, secretary, treasurer, public relations officer, division governors, area governors).