

**INSTRUCTIONS:**

1. Print out entire Budget Report including narrative and certification sheet.
2. Obtain related signature below. **This certification must be complete in order for the report to be considered received by the WHQ.**
3. Submit approved report to World Headquarters as follows:
  - \* Email Excel file to **DistrictFinancialReports@toastmasters.org**
  - \* Also send a hard copy of **ONLY** the Summary tab and completed Certification page by:
    - \* Scanning and emailing to the above address
    - \* Or fax to (949) 589-3456

**4. Due at WHQ by September 30, 2010**

**NOTE 1:** Reserve funds can not be released until completed reports are turned in to WHQ

**NOTE 2:** Electronic signatures are not acceptable

**USD**

(From Summary tab)

**Budgeted Net Income/(Loss)**

(6,822)

We, the undersigned, certify that this budget and narrative cover estimated receipts and expenditures for the district year. This budget directs the financial resources entrusted to the district toward achieving the district mission and will be presented to the district council for approval at its next meeting.

	22-Sep-10
District Governor	Date

	22-Sep-10
Lt. Governor Education and Training	Date

	22-Sep-10
Lt. Governor Marketing	Date

District Treasurer	Date