

Understanding Your District Reserve Statement



The District Reserve Statement is a useful reporting tool to help you monitor your district reserves. The following explains the components of your District Reserve Statement.

1. **BALANCE AT 07/31/2008** 12,000.00 CR

District 99

Customer No. 00010099

TRANS DATE	CLUB / ORDER / CHECK NUMBER	NUMBER OF MEMBERS			CHARGES	CREDITS
		RENEWAL	NEW	CHARTER		
07/21/2008	00000034		1			3.37
07/21/2008	00000091		2			6.74
07/10/2008	00001889		1			3.37
07/14/2008	00001889		1			3.37
07/01/2008	00002889		-1		4.50	
07/07/2008	00813302		14			47.18
07/16/2008	00918123	2	1			16.87
07/28/2008	01201429			20		135.00
07/22/2008	1001043963				1,549.13	
7/25/2008	WIRE				1,000.00	
7/26/2008	6137				1,000.00	
		2	19	20	3,553.63	215.90

Membership Revenue		7.
Month-to-Date	Year-to-Date	
211.40	526.37	

10.	BALANCE AS OF 08/31/2008	\$8,662.27 CR
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Product Orders		8.
Month-to-Date	Year-to-Date	
1,549.13	1,853.29	

Checks & Wires		9.
Month-to-Date	Year-to-Date	
2,000.00	2,500.00	

- Beginning Balance:** opening balance for the district on the date shown.
- Trans Date:** the date of the transaction. Information on the statement sorts by transaction date within club number.
- Club / Order / Check Number:** The contents of this column vary by transaction and can be interpreted as follows:

Club Number: Club numbers are eight digits long and begin with a "0." Club numbers appear on transactions relating to membership payments.

Order Number: Order numbers are 10-digit numbers and always begin with a "9." These represent product orders placed by your district.

Check Number / WIRE: Funds requisitioned by the district are shown with the check number issued by World Headquarters. If the funds were sent via wire transfer, the word "wire" will appear.

4. **Number of Members**

Renewal: the number of membership renewal payments paid by the club on that date.

New: the number of new member payments paid by the club on that date.

Charter: the number of charter member payments paid by the club on that date.

5. **Charges:** Amounts shown in this column represent activities that reduce the district's balance. Charges may include product orders, payment of fund requisitions (by either check or wire) or the reversal/cancellation of a membership payment.
6. **Credits:** Amounts in this column represent membership revenue paid to the district or the return of a product order.
7. **Membership Revenue:** summarized Month-to-Date and Year-to-Date.
8. **Product Orders:** summarized Month-to-Date and Year-to-Date.
9. **Checks and Wires:** summarized Month-to-Date and Year-to-Date.
10. **Ending Balance:** for the district on the date shown.

IMPORTANT NOTE!

The information that appears on the District Reserve Statement is based on financial transaction dates and will not correspond exactly to the Distinguished District, Distinguished Division/Area and Distinguished Club Program reports.

QUESTIONS?

If you have questions about your District Reserve Statement, contact:

TOASTMASTERS INTERNATIONAL

Finance

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