

Understanding Your Toastmasters Club Statement

Toastmasters International will send your club president a monthly statement indicating the balance due or credit balance due to your club. Be sure to ask your President to give you a copy as soon as it is received.

STATEMENT HEADER


- 1 Period Ending Date:** Reflects all transactions processed at WHQ through the date shown.
- 2 Balance Due:** At a glance club balance as of the period ending date. Note: If the club has a credit balance it will state "Credit Balance."

STATEMENT DETAILS

- 3 Order Number:** First digit indicates whether the order is a(n):
 - 0 Unapplied Receipt – money on the club's account
 - 1 New Member Kits
 - 2 Membership Dues (new, dual, reinstate and renewals)
 - 9 Sales Transaction – money the club owes
- 4 Order Date:** The date the order was created.
- 5 Invoice Number:** Offers another means of identifying a transaction.
- 6 Invoice Date:** The date the order was invoiced.

- 7 Description:** An explanation of the transaction. Common transactions are:
 - Unapplied Receipts*
Money available in the club's account. Funds available prior to July 1, 2003 are identified with one asterisk (*); funds available after July 1, 2003 are noted with three asterisks (***)
 - New Member Kit – Language/Member Name*
Shows the purchase of New Member Kit, the desired language, and the name of the member making the purchase.
 - TI Dues*
Identifies a membership renewal which appeared on a Dues Renewal Invoice. The member's name also appears.

00123456
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Toastmasters International
23182 Arroyo Vista
Rancho Santa Margarita, CA 92688
Telephone: (949) 858-8255
Fax: (949) 858-1207
Email: statements@toastmasters.org

Club Statement

John J. Public
123 Main St
Hometown, OR 99999-1234

BILL TO (Club No.):
00123456
NoName Club
Please forward to Treasurer

Balance Due **2** \$22.71

1 Period Ending January 31, 2004

Order No./ Purchase Order (if any)	Order Dt	Invoice	Invoice Dt	Description	Billed	Paid	Balance Due
0000282700	06/30/2003	06/30/2003	06/30/2003	Unapplied Receipt for Clubs (*)	NoName Club	0.00	-2.87
0000283659	09/01/2003	09/01/2003	09/01/2003	Unapplied Receipt (***)	NoName Club	0.00	-16.00
1000004930	08/01/2003	10010225	09/12/2003	NEW MEMBER KIT – ENGLISH	Ann B. Davis	16.00	0.00
1000026583	10/01/2003	10043953	10/11/2003	NEW MEMBER KIT – ENGLISH	Ronald Zimmerman	16.00	-16.00
2000296049	08/01/2003	20277203	08/26/2003	Membership Dues	Ann B. Davis	6.00	-6.00
2000388641	08/23/2003	20300601	10/01/2003	TI Dues	John Cutter, ATMG	18.00	-18.00
156948							
2000388647	08/23/2003	20300603	10/01/2003	TI Dues	Kathy R. Findlay	18.00	-18.00
2000388649	08/23/2003	20300615	10/01/2003	TI Dues	Ken G. Wilhelm	18.00	-18.00
2000388652	08/23/2003	20300628	10/01/2003	TI Dues	Arlan Joseph Eller	18.00	-18.00
2000288662	08/23/2003	20300694	10/01/2003	TI Dues	Shirley Cero, DTM	18.00	-18.00
2000305939	08/23/2003	20300982	10/01/2003	TI Dues	Royce Wellington	18.00	-18.00
2000496949	09/01/2003	20294649	09/01/2003	Membership Dues	Lavar Anderson	9.00	-9.00
2000496967	10/01/2003	20299285	10/01/2003	Membership Dues	Ann B. Davis	18.00	-16.00
2000593150	01/01/2004	20499291	01/01/2004	Membership Dues	Jonathan Edwards	9.00	0.00
900000483	06/30/2003	90000483	06/30/2003	Sales Transaction (**)	NoName Club	14.58	0.00

	Current	Over 30 Days	Over 60 Days	Over 90 Days	Over 120 Days
9	0.00	9.00	0.00	0.00	13.71

(*) Unapplied Receipts For Clubs signifies a credit balance existing prior to July 1, 2003, or the unapplied receipt has been applied and shows a zero balance.
(**) Sales Transaction designates a balance payable existing prior to July 1, 2003.
(***) Unapplied Receipt are payments received yet not applied to any charge since July 1, 2003, or the unapplied receipt has been applied and shows a zero balance.

Please detach the lower portion and return it along with your payment. Thank you.

Bill To (Club No.): 00123456	NoName Club	Balance Due: \$22.71																				
<table style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2">Apply Club Credit to:</th> <th colspan="2">Apply Payment to:</th> </tr> <tr> <td>Order Number</td> <td>Amount</td> <td>Order Number</td> <td>Amount</td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </table>		Apply Club Credit to:		Apply Payment to:		Order Number	Amount	Order Number	Amount													Payment enclosed: 12 Credit to be used: 14 Payment by (check all that apply): <input type="checkbox"/> Check <input type="checkbox"/> Credit Card <input type="checkbox"/> Club Credit / Unapplied Receipt
Apply Club Credit to:		Apply Payment to:																				
Order Number	Amount	Order Number	Amount																			
Submitted By: 13 Email: _____		Visa, MasterCard, American Express, Discover (circle one) Credit Card Holder Name: _____ CCF# _____ Exp.Date: (MM/YYYY) _____ CC Holder Signature _____																				
Send Payment to: Toastmasters International Attn: Statements Dept. PO Box 9052 Mission Viejo, CA 92690-9052 USA																						

This sample form is for illustrative purposes only.

Membership Dues

Identifies a new membership, or a membership renewal transaction, generated by WHQ. The member's name also appears.

Sales Transaction

A purchase made by the club which has not yet been paid for.

- 8 PO reference:** If the membership was submitted on a purchase order, the reference information appears here.
- 9 30/60/90/120 Days:** This section shows a standard aging of the club's account.
- 10 Comments:** Contains explanatory legend and notes.

REMITTANCE SLIP

- 11 Apply Club Credit to/Apply Payment to:** Clearly indicate the order numbers you wish to pay and the amount to apply to each.
- 12 Payment Method:** Indicate the amount you are enclosing and any club credit to be used. Check all payment methods as applicable.
- 13 Submission Information:** Print or type the name and e-mail address (if available) of the person submitting the payment.
- 14 Credit Card Information:** Circle the type of credit card used and provide the requested credit card information.