

Year

Quarter

District

### Administrative & Membership Development Quarterly Report

#### A&MD INCOME

Balance on Hand from Previous Year	
Quarterly A&MD Received	
Other Income	
<b>Total All Income</b>	

#### A&MD EXPENSES

Team Expense		
Postage		
Supplies		
Phone		
Mileage for Team planning		
Printing/copies		
Dependent/Child Care		
SMRs, GTMs, GIMs		
Mission Resource (Sampler)		
Audit		
District Special Project		
Miscellaneous/Other		
Directory/Newsletter		
<b>Total Team Expense</b>		

#### District Events and Programs

Honoraria for Speakers		
Speaker Expense		
Mileage for Team		
Meals/Lodging for Team		
Printing/Copies		
Dependent/Child Care		
Supplies		
Book Postage/Handling		
Book Give Away		
Honoraria for venue, IT, pianist, volunteers, etc.		
Mission u Scholarship		
Miscellaneous/Other		
<b>Total District Events and Programs</b>		

#### TOTAL A&MD EXPENSES

#### INCOME minus EXPENSES

End of Year Only--Enter Returned A&MD

Keep Amount for 1st Quarter of Next Year

### Mission Report -- Sum of Giving from January 1 to End of Current Quarter

Mission Receipts	
Mission Giving	<input type="text"/>
Supplementary	<input type="text"/>
<b>Total Mission Receipts</b>	

Mission Disbursements	
Mission Giving	<input type="text"/>
Supplementary	<input type="text"/>
<b>Total Mission Disbursements</b>	
Balance on Hand	<input type="text"/>

Treasurer Signature \_\_\_\_\_ Date \_\_\_\_\_

Send copy to Conference Treasurer

Send additional copies to District President and Conference President