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. **Beginning Balance**: opening balance for the district on the date shown.

2. **Trans Date**: the date of the transaction. Information on the statement sorts by transaction date within club number.

3. **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:

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