



District 8

Mid-Year Audit Committee Report

Date: March 20, 2020

To: District 8 Director, James Childress

From: District 8 Audit Committee of 2019-2020, Kathryn Mokriakow, David Mallory, Seth Jarboe

Audit Period of Review:

July 1, 2019 through December 31, 2019

Objectives of Audit:

To validate operational controls relating to district finances are in place and operating per District 8 Procedures Manual and Toastmasters International "Audit Committee Guidelines".

Scope:

Our scope included a review of the policies and procedures in place to ensure:

1. Accurate and timely processing of expense vouchers
2. Appropriate level of review and approval as evidenced by signatures and dates
3. Request for reimbursements were properly supported by receipts or other appropriate documentation
4. Transactions were executed according to District 8 policies

Observation Summary:

The audit committee reviewed the District 8 financial records in accordance to established Toastmasters International and District 8 policies and concludes that District 8 has maintained adequate financial controls to ensure proper usage of district funds. The District 8 Finance Manager, Tim Spezia and District Director James Childress, have kept proper records for district financial transactions per Toastmasters International standards for the first half of the Toastmasters year.

The audit committee did identify exceptions of consideration as noted below:

July 2019 Findings

Elaine Curry entered transaction date for July 8, should have been June 19, per receipt

August 2019 Findings

None

September 2019 Findings

Angie Breinin made food purchase in Saint Louis, MO. Per D8 Procedures Manual, Procedure A, Section 4, personal food purchases are not permitted in the geographical area of District 8

October 2019 Findings

None

November 2019 Findings

Five expense items submitted outside 60-day window; two are expenses for 2017-2018 year

December 2019 Findings

None

Note: all district credit card expenses did not post under finance manager for review and approval. Per Justin Demand, Senior Accountant at Toastmasters International, he will reach out to district director to resubmit. Expenses will be available for year-end audit.

References:

- <https://www.toastmasters.org/leadership-central/district-leader-tools/district-management/districtfinance/finance-education/district-accounting-system-training-webinars>
- <https://dist8tm.org/wp-content/uploads/2018/05/Final-2018-District-08-Procedure-Manual.pdf>

Finance Manager Report

Profit & Loss (Actual vs. Budget Summary) (in USD)

Month Ending 12/31/2019			07/01/2019 Through 12/31/2019			
Actual	Budget	Variance		Actual	Budget	Variance
			▼ District Revenue			
498.77	528.00	(29.23)	▶ Membership Revenue	18,840.25	20,342.84	(1,502.59)
0.00	900.00	(900.00)	▶ Fundraising Revenue	0.00	900.00	(900.00)
0.00	0.00	0.00	▶ TLI Revenue	(11.88)	0.00	(11.88)
0.00	500.00	(500.00)	▶ District Store Revenue	0.00	500.00	(500.00)
498.77	1,928.00	(1,429.23)	Total District Revenue	18,828.37	21,742.84	(2,914.47)
			▼ District Expenses			
0.00	0.00	0.00	▶ Conference Expenses	75.00	0.00	75.00
53.61	3,830.00	(3,776.39)	▶ TLI Expenses	2,602.43	3,830.00	(1,227.57)
0.00	0.00	0.00	▶ District Store Expenses	0.00	300.00	(300.00)
223.98	2,650.00	(2,426.02)	▶ Marketing Expense	(617.38)	9,900.00	(10,517.38)
25.38	250.00	(224.62)	▶ Communications & PR Expenses	1,053.56	1,690.00	(636.44)
102.57	895.00	(792.43)	▶ Education & Training Expense	803.21	3,914.00	(3,110.79)
0.00	0.00	0.00	▶ Speech Contest Expenses	112.33	0.00	112.33
101.00	182.66	(81.66)	▶ Administration Expenses	784.94	1,110.96	(326.02)
367.65	424.80	(57.15)	▶ Travel Expense	10,768.91	11,326.15	(557.24)
179.06	179.06	0.00	▶ Other Expenses	2,583.18	1,074.36	1,508.82
1,053.25	8,411.52	(7,358.27)	Total District Expenses	18,166.18	33,145.47	(14,979.29)
(554.48)	(6,483.52)	5,929.04	Total Net Income	662.19	(11,402.63)	12,064.82