

**Date: March 7, 2021**

**To:** District 8 Director, Raymond Stratton

**From:** District 8 Audit Committee of 2020-2021: Ellen Kirchdoerfer, Herman Koester, and Josephine Marino-Emde

**Audit Period of Review:** July 1, 2020 through December 31, 2020

**Objectives of Audit:** To validate operation controls relating to District finances are in place and operating per the District 8 Procedural Manual and the Toastmasters International Audit Committee Guidelines.

**Scope:** Our audit 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 established Toastmasters International and District 8 policies and concludes District 8 has maintained adequate financial controls to ensure proper usage of district funds. The District 8 Financial Manager Brianna Snow and District Director Raymond Stratton have kept proper records for district financial transactions per Toastmasters International standards for the 2020 – 2021 Toastmasters year.

The Audit Committee did identify some exceptions and areas of consideration which are delineated below.

**July 2020 Findings**

None

**August 2020 Findings**

Check #3492 dated 8/6/2020 in the amount of \$152.10 to Safe Lock Storage was signed by one person.

**September 2020 Findings**

None

**October 2020 Findings**

None

**November 2020 Findings**

Check #3493 dated 11/27/2020 in the amount of \$64.80 to Safe Lock Storage was signed by one person.

**December 2020 Findings**

One expense item submitted outside the 21-day re-imburement window.

Check #3494 dated 12/22/2020 in the amount of \$64.80 to Safe Lock Storage was signed by one person.

No documentation for 12/2/2020 Zoom expense in the amount of \$44.97.

**District 8**  
**Profit & Loss (Actual vs. Budget Summary) (in USD)**

Month Ending 12-31-20			07-01-20 Through 12-31-20			
Actual	Budget	Variance		Actual	Budget	Variance
			<b>District Revenue</b>			
761.25	311.00	450.25	Membership Revenue	16,569.61	14,592.00	1,977.61
0.00	1,150.00	(1,150.00)	Fundraising Revenue	0.00	3,350.00	(3,350.00)
0.00	300.00	(300.00)	District Store Revenue	0.00	300.00	(300.00)
<u>761.25</u>	<u>1,761.00</u>	<u>(999.75)</u>	<b>Total District Revenue</b>	<u>16,569.61</u>	<u>18,242.00</u>	<u>(1,672.39)</u>
			<b>District Expenses</b>			
0.00	0.00	0.00	District Store Expenses	0.00	250.00	(250.00)
177.43	45.00	132.43	Recognition	177.43	225.00	(47.57)
0.00	150.00	(150.00)	Club Growth	0.00	390.00	(390.00)
0.00	145.00	(145.00)	Marketing Outside of Toastmasters Expenses	1,020.11	765.00	255.11
0.00	0.00	0.00	Marketing Expense	(600.00)	0.00	(600.00)
90.00	0.00	90.00	Public Relations Expense	1,074.04	1,188.00	(113.96)
44.97	900.00	(855.03)	Education & Training Expense	(1,284.31)	1,050.00	(2,334.31)
0.00	60.00	(60.00)	Speech Contest Expenses	0.00	60.00	(60.00)
287.65	217.16	70.49	Administration Expenses	1,402.15	1,596.76	(194.61)
39.20	0.00	39.20	Travel Expense	39.20	1,170.98	(1,131.78)
0.00	0.00	0.00	Other Expenses	(150.00)	0.00	(150.00)
<u>639.25</u>	<u>1,517.16</u>	<u>(877.91)</u>	<b>Total District Expenses</b>	<u>1,678.62</u>	<u>6,695.74</u>	<u>(5,017.12)</u>
<u><b>122.00</b></u>	<u><b>243.84</b></u>	<u><b>(121.84)</b></u>	<b>Total Net Income</b>	<u><b>14,890.99</b></u>	<u><b>11,546.26</b></u>	<u><b>3,344.73</b></u>



TOASTMASTERS INTERNATIONAL  
Certification for  
December  
2020-2021

DISTRICT 8

**INSTRUCTIONS:**

1. Complete all sections on the Narrative tab.
2. Fill in the white cells below with the appropriate information and print out this page.
3. Obtain related signature below. **Electronic signatures are not acceptable.**
4. Distribute monthly reports per Toastmasters International protocol 8.4, to the district governor and lieutenant governors within 30 days after the end of the month.

**5. Quarter reports due to World Headquarters:**

- \* September report: **October 31**
- \* December (Audit) Report: **February 15**
- \* March report: **April 30**
- \* June (Audit) report: **August 31**


6. Submit approved narratives and certification page to World Headquarters by email or fax:  
 \* Scan and email the PDF to **DistrictFinancialReports@toastmasters.org**  
 \* Or fax to (949) 589-3456


**NOTE:** This certification form must be complete for the report to be accepted by World Headquarters. Reserve funds will not be released until World Headquarters receives the completed report.

In Base Currency	\$
Monthly Net Income/(Loss)	122.00
Year to Date Net Income/(Loss)	14,890.99
Total Available Funds	54,235.43

1. We, the undersigned, certify that all district financial records have been made available to the audit committee for inspection and that any unpaid bills or other outstanding obligations for the 2020-2021 term have been reported to the audit committee and included in accruals section of this audit. We further certify that there are no other outstanding district obligations incurred for the 2020-2021 term.

Dated this 24 day of February


DocuSigned by:  
  
 District Director (for the year audited)

DocuSigned by:  
  
 District Finance Manager (for the year audited)

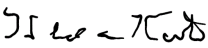
**Complete only for the Mid-year Report and Year-end Report:**

2. We, the undersigned members of the Audit Committee, have examined the records of District 8 for the 2020-2021 term in accordance with the Audit Committee Guidelines\* and believe that this report properly reflects the operation for that term.


Dated this 9th day of March, 2021

DocuSigned by:  


Chairman 507DE47350584B0...

DocuSigned by:  


Member 03950D6E0AE5414...

DocuSigned by:  


Member EBACA56AC79542B...

\* Audit Committee Guidelines are available at the District Finance Corner: [www.toastmasters.org/AuditGuide](http://www.toastmasters.org/AuditGuide)  
**NOTE:** Audit committee members cannot be members of the district executive committee (e.g., district director, program quality director, club growth director, immediate past district director, secretary, finance manager, public relations officer, division directors, area directors).