

**2021-2022 Mid-Year Audit Report**  
**District 8**  
**Toastmasters International**

The District 8 (D8) Audit Committee completed D8 2021-2022 Mid-Year Audit Report on March 8, 2022, and sent it electronically on March 17, 2022, to Toastmasters International (TI). Copies were provided to the D8 Trio and Business Manager. I have also included a copy as an attachment to this report.

Overall, there were no major discrepancies in the Financials. However, there were several TI and D8 procedures that were not correctly followed and need to be resolved before the End-of-the-Year Audit and/or before the next Fiscal Year.

- The Audit Committee members need to be named when the new FY begins on July 1 or sooner. Additionally, TI requires a minimum of three members on a District Audit Committee. This year, our committee was not appointed until early-February, and within only a few days all the other appointees had declined or resigned for assorted reasons. Due to critical time constraints, we were able to secure approval from TI to continue with only two members.
- D8 did not have yet have an approved Annual Budget during our Mid-Year Year Audit.
- Originally, the Audit Committee was not supplied with the necessary documents needed to accurately complete the Audit. We had to spend a lot of time and effort finding the required documentation.
- Numerous requests for reimbursements were lumped together and the committee was not able to accurately easily the origination and purpose of the requests.
- Although D8 rents a storage locker, we were not able to locate proper and/or timely payments to the facility.
- On a more positive note: Brianna Snow, D8 Finance Manager, was especially helpful in working with the Audit Committee by supplying the required documentation upon request. Additionally, Eric Conwell, Senior Accountant – Districts at TI was extremely patient and helpful walking us through all the audit procedures. She displayed a remarkable professionalism throughout the entire process and is a credit to TI. Finally, Brenda Masters Stout, Audit Committee Member, CPA, was invaluable due to her vast knowledge and experience with financial and audit processes.

Respectfully,  
Larry Kimbrow, Audit Committee Chair  
Brenda Masters-Stout, Committee Member

# Audit Committee Guidelines



District #: 8

Circle one: Mid-year Audit or Year-end Audit

PROCEDURES TO BE COMPLETED	COMPLETED BY
<b>A. ORGANIZATION</b>	
<p>1. Obtain all supporting documents for the Mid-year or Year-end Profit and Loss Statements from the district treasurer, and sort the documents in the following manner:</p> <ul style="list-style-type: none"> <li>◆ Stack #1: Sort Profit and Loss Statements, bank statements and district reserve statements into separate groups, organize in chronological order and place in one stack.</li> <li>◆ Stack #2: Sort all other supporting documents in the order they appear on the Receipt Register and Payment Register. Receipt supporting documents should be placed behind the Receipt Register, and payment supporting documents should be placed behind the Payment Register.</li> </ul>	<p>Bm 3/8/22 Bm 3/8/22 Bm 3/8/22</p>
<b>B. SUBSTANTIATING TRANSACTIONS</b>	
<p>2. To ensure that all transactions are adequately supported, perform the following procedures:</p> <ul style="list-style-type: none"> <li>◆ Trace and agree all transactions on the Receipt Register and Check Register to their respective supporting documentation.</li> <li>◆ Place a check mark (✓) on the Receipt Register and Payment Register next to each transaction that has supporting documents. The only transactions that should not be check marked are the ones missing supporting documents.</li> <li>◆ For the transactions missing supporting documents, contact the finance manager and ask if such documents exist. If they do, request copies.</li> </ul>	<p>Bm 3/16/22 Not provided SK 3-10-2 Not provided SK 3-10-2</p>

**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. **Typed signatures are not acceptable.**
4. Distribute monthly reports per Toastmasters International protocol 8.4, to the District Director, Program Quality Director and Club Growth Director 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 +1 (303) 799-7753

**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)	(1,086.74)
Year to Date Net Income/(Loss)	10,572.44
Total Available Funds	76,231.09

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 2021-2022 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 2021-2022 term.

Dated this \_\_\_\_\_ day of \_\_\_\_\_

*TI received confirmation via email*  
\_\_\_\_\_  
District Director (for the year audited)

*Same as note for DP*  
\_\_\_\_\_  
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 2021-2022 term in accordance with the Audit Committee Guidelines\* and believe that this report properly reflects the operation for that term.

Dated this 16 day of March

*Fanny K...  
Chairman*  
\_\_\_\_\_

*B...  
Member*  
\_\_\_\_\_

\_\_\_\_\_  
Member

\* 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).

PROCEDURES TO BE COMPLETED

COMPLETED BY

**C. POLICY REVIEW**

3. To ensure that transactions were executed within the company policies, perform the following procedures:

- ◆ Review all cancelled checks and verify that they were signed by both the district director and finance manager (checks made payable to the district director or finance manager should be signed or approved in writing by the program quality director or the club growth director).
- ◆ Review all reimbursement requests and verify that they were approved by the district director. Ensure that all expenses on the request have adequate documentation (receipts or other supporting materials). Copies of credit card and/or bank statements are not valid receipts or documentation.
- ◆ Identify all payments in excess of USD \$500 and verify that each expense was properly approved by the district director and at least the program quality director or the club growth director. Any individual expense in excess of USD \$500 must be authorized in advance; there should be approval included in the supporting documentation and some indication of when the expense was approved (an email approving the expense is acceptable).
- ◆ Review all Debit Card transactions to ensure that all payments made by the district director were authorized in advance in writing by the finance manager and either the program quality director or the club growth director. Payments made by the finance manager must be authorized in advance by the district director and either the program quality director or the club growth director.
- ◆ Identify Other District Expenses (gifts, flowers, expressions of sympathy, etc.) to ensure they are not lavish or excessive and that they support the mission of the district. Tokens of appreciation are allowed up to \$25. Donations are not permitted in lieu of flowers or to any charitable fund.
- ◆ Review all meal expense reimbursements for District Leader August and Mid-year trainings to ensure the district director, program quality director, and club growth director were reimbursed for their meals purchased, up to \$30 a day with supporting receipts. (Meal expenses are NOT covered by a per diem.)

Not provided Lt 3-10-22  
 Not provided Lt 3-10-22  
 Bm 3/16/22  
 Not provided Lt 3-10-22  
 Bm 3/16/22  
 None provided Lt 3-10-22

Brenda Matenski  
 AUDIT COMMITTEE MEMBER SIGNATURE

3/16/22  
 DATE

Larry Kishrow/Chair  
 AUDIT COMMITTEE MEMBER SIGNATURE

3-17-22  
 DATE

\_\_\_\_\_  
 AUDIT COMMITTEE MEMBER SIGNATURE

\_\_\_\_\_  
 DATE