

## 2023/2024 Audit Chair Richard Porter, et al:

The following is a response to the following request for an Addendum to be added the 2023/2024 Final Audit Report previously approved by Toastmasters International:

### Addendum to the Audit Report

Inbox x🖨️🔗

**Rich Porter**Mar 2, 2025, 10:17 AM (1 day ago)☆😊↩️⋮

to me, Charice ▾

Dear Rhonda,

I hope this message finds you well. As part of our ongoing audit process for the district's financial records, I am reviewing all expenses for the year and came across an entry dated 05/13/2024 for a total of \$811.56, listed as gifts received from Mary Kay.

Could you kindly provide additional details or any supporting documentation regarding this expense? Specifically, we are looking for information on the nature of the gifts and the purpose of the transaction. We already have receipts related to this expenditure so that information is not needed.

Your assistance in helping us clarify this item will be greatly appreciated, and it will ensure that we are fully compliant with our district's financial procedures. I will add this to an addendum for the 2023-2024 year end report.

Thank you for your attention to this matter. I look forward to your prompt response.

Best regards,  
Richard Porter, DTM  
District 8 Audit Chair 2023-2024  
Cell: 314-332-6976

## **Addendum to the District 8 Toastmasters 2023-2024 Final Audit Report**

The retail cost for the 35 Sets at \$38.00 each was \$1450.00

We were charged the wholesale cost of \$19.00 each which was \$655.00, as I am a Mary Kay Independent Consultant.

The Total cost of 811.56 includes the wholesale cost, shipping and taxes, purchased from Texas.

### **Explanation of the Expenditure:**

In the 2023-2024 Approved District 8 Budget on the Recognition Tab, Line 68, 7082 Code (Recognition – District Incentives), \$800 was budgeted for recognition of the District leaders and Committee Chairs which supported the District during the year. The amount expended exceeded what was set aside by \$11.56 which was explained and accepted by Toastmasters International in the End of the Year Budget narratives.

Per Toastmasters International Protocol 8.4: District Fiscal Management  
Section 8: Other District Expenses:

Category	Limit
Tokens of Appreciation	<ul style="list-style-type: none"><li>• Thank You cards</li><li>• Flowers up to \$25 USD</li><li>• Toastmasters gift certificates</li><li>• Toastmasters products</li><li>• Gifts up to \$25 USD</li></ul>

Per the Managing District Finances: A Guide for District Leaders, page 30, Tokens of Appreciation: it states the following in an example:

## TOKENS OF APPRECIATION

*Dear District Finance Team,*

*Now that we're at the end of the year, I'd like to give our district conference committee some tokens of appreciation. Is that okay?*

*Attentively,*

*District Director Gavin*

Dear District Director Gavin,

Thank you for your question. Be careful that your tokens of appreciation are a reasonable expense to ensure the organization's tax-exempt status is not jeopardized. Toastmasters gift certificates and products are a nice idea because they promote the missions of the district and of Toastmasters International. It's best to limit the value of other gifts to US\$25.

Sincerely,

The District Finance Team

When planning the year, I planned on recognizing our District Leaders, Support Chairs and Staff with a nice gift to show that District 8 appreciated their volunteer services. The cost was within the amount prescribed by Toastmasters International of \$23.18 each.

As a member of District 8 Toastmasters, I did not benefit financially from the purchase in any way.

### **I request following:**

- This addendum be added to the 2023/2024 Financial Audit Report
- The Updated report be sent to Toastmasters International and the members of the D8 District Council

Rhonda Green, DTM, PDD16, IPDD8

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