

September 7, 2022

To: Bonnie Tippey, Program Quality Director

Darrel Felty, Club Growth Director

Maryann Reichelt, Immediate Past District 54 Director

Abraham Gunaseelan, Past Finance Manager

The 2021-2022 Audit Committee includes Donna Gerig TC3, LD3, Sally Zuhn DTM, and myself. On August 23, 2022, we completed the year-end audit of District 54’s financial documents.

We reviewed the transactions on the Bills register from January-June 2022 and all documents including the bank statements, expense reimbursement authorizations and receipts supporting those transactions. The Receipt Register report produced by Toastmasters International was also reviewed.

We signed the Audit Committee Guidelines as well as the certification page of the June audit report for submission to TI on August 24th. The reports accurately reflect the district income and expenses. The use of the district funds was authorized and consistent with the district’s mission.

We were also asked to ensure the transactions were executed within company policies.

* Electronic payments should be approved by both the district director and the finance manager. If a payment was going to the finance manager or district director, then the PQD or CGD should sign it. That policy was followed except for a few times where the PQD authorized payments in lieu of the DD.
* The policy that all reimbursement requests should be approved by the district director with adequate documentation was followed.
* There were no payments in excess of $500. If there were, it should be approved by the district director and one other director.

There are no recommendations for improvement. This was a very clean audit.

In conclusion, the audit confirmed all funds were properly used to support the mission of Toastmasters International.

Respectfully submitted,

Jason Heissler, DTM

District 54 Audit Committee Chair