



Mary Lawrence, SR3

Audit Chair

District 62

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Summary of District 62 Mid-Year Audit, conducted February 4, 2019

Attendees:

Audit Committee: Mary Lawrence (Strictly Speaking Toastmasters Club #3025, S Division), Lynne Bradley-Horan (North Kent Community Club #3442, N Division), Kris Pierce (Haworth Toastmasters Club# 8791, W Division)

District Representatives: Helen Dotson (District Director), and Amy Moored (District Finance Manager)

The Audit Committee chair and members were appointed by District Director, Helen Dotson. Three Divisions were represented on the Audit Committee(N, W and S). The Audit Committee followed all required Toastmasters International Audit Committee Guidelines.

The District Leadership Team did an excellent job maintaining the necessary records to support the District financial transactions. The District continues to use the on-line expense reporting system supported by Toastmasters International with Intacct (Concur). The Finance Manager did an excellent job with accounting for all District finances. She was able to answer all questions posed by members of the Audit Committee without hesitation with most questions being answered by the notes that are attached to actual item in Concur. No significant discrepancies were found during the audit.

The District Finance Manager provided bank statements and Reserve account statements, the check register and Intacct registers, and supporting documentation for all transactions. The information was well organized and multiple copies of the check/bill register and account statements were provided to optimize audit efficiency. The Finance Manager provided log in materials ahead of time but we did struggle with some of the Concur limits. International was helpful in getting us a second log-in which provided the needed access for both Kris and Lynne to be in the electronic system. We continue to lean the new system and feel that it really does make the audit process better.

The Audit Committee reviewed:

- All payments over \$500
- All payments to the District Director and Finance Manager
- All other District expenses in the nature of gifts, tokens of appreciation, etc.
- All meal expense reimbursement for District Leaders training
- All remaining disbursements by the district for the period July 1, 2018 to December 31, 2018
- All Reserve account activity was examined
- All incoming deposits to District 62 for July 1, 2018 to December 31, 2018 were audited to supporting details as well as the bank statements and tally worksheets
- All cancelled checks were reviewed for proper signatures
- All online expense reimbursements were reviewed
- District accruals were examined

Overall, District 62 is in great hands with the leadership team this year. Congratulations to all on a great mid-year audit!

Audit Committee Guidelines



District #: 62

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

PROCEDURES TO BE COMPLETED	COMPLETED BY
<p>A. ORGANIZATION</p>	
<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"> ◆ 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. ◆ 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. 	<p><i>Maureen</i></p>
<p>B. SUBSTANTIATING TRANSACTIONS</p>	
<p>2. To ensure that all transactions are adequately supported, perform the following procedures:</p> <ul style="list-style-type: none"> ◆ Trace and agree all transactions on the Receipt Register and Check Register to their respective supporting documentation. ◆ 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. ◆ For the transactions missing supporting documents, contact the finance manager and ask if such documents exist. If they do, request copies. 	<p><i>Maureen</i></p>

PROCEDURES TO BE COMPLETED	COMPLETED BY
C. POLICY REVIEW	
<p>3. To ensure that transactions were executed within the company policies, perform the following procedures:</p> <ul style="list-style-type: none"> ◆ 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.) 	<p style="text-align: right;"><i>Mary Lawrence</i></p>



 AUDIT COMMITTEE MEMBER SIGNATURE

2/4/19

 DATE



 AUDIT COMMITTEE MEMBER SIGNATURE

02-16-19

 DATE



 AUDIT COMMITTEE MEMBER SIGNATURE

2-19-19

 DATE