

September 3, 2018

District 55 Year-End Audit

The Audit Committee met on September 3, 2018 with District Finance Manager Daniel Garces and reviewed the last six months (January-June) of District 55's financials.

The accounting records for District 55 were found to be in good order and well organized.

Daniel is to be commended for his due diligence and attention to details regarding District expenses. It appeared that the District Director and Finance Director worked very well together, making sure the District Policies and Procedures were followed.

The Concur expense reporting system appears to be working very well.

The committee reviewed expenses submitted and verified receipts were attached. The comments were extremely helpful, as well as, the built in Audit Trail to assure we viewed each receipt. Mileage calculations were included making it easier to audit.

The Audit Committee confirmed that transactions on the expense reports for January through June included the required approval signatures. The Committee reviewed all vouchers submitted and verified that expenses were approved by leadership per TI rules and regulations and were included in the budget.

The District budget was well thought out and includes notes regarding what is included in the budgeted items. This made it easier for the Audit Committee to confirm if certain items were included in the budget.

Audit Committee Comments and Recommendations:

The Audit Committee noticed that the District did adhere to the 60 day rule for submitting expense reimbursement requests which states:

"Deadline for Reimbursement Requests: In accordance with Toastmasters International Policy 8.4, Reimbursement requests must be made within 60 days of incurring the expense and by July 31 for expenses incurred in June."

The Audit Committee includes the signed Certification report, along with the narrative pages, as part of the official mid-year audit report.

The Audit Committee appreciates the challenging job of the District Finance Manager and thanks him for his service to District 55.

Submitted by the District 55 Audit Committee

Cindy Cross, DTM – Audit Chair

Gwendolyn Fuller, DTM

Attachments

-Audit Committee Guidelines

-Certification Page of Mid-Year Audit

-Narratives for June 30, 2018

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 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

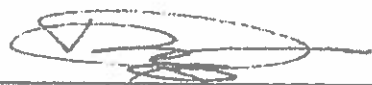
NOTE: This certification form must be complete for the report to be accepted by World Headquarters. Reserve funds will not be released until World Headquarters receives the completed report.

In Base Currency	USD
Monthly Net Income/(Loss)	<u><u>(8,678.40)</u></u>
Year to Date Net Income/(Loss)	<u><u>38,626.89</u></u>
Total Available Funds	<u><u>93,056.30</u></u>

1. We, the undersigned, certify that all district financial records have been made available to the audit committee for inspection and that all bills or other outstanding obligations for the 2017-2018 term have been reported to the audit committee and included in this audit. We further certify that there are no other outstanding district obligations incurred for the 2017-2018 term.

Dated this 3rd day of September, 2018

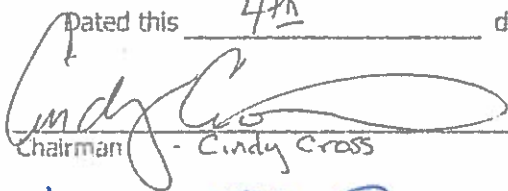
Linda M. Oliver
District Director (for the year audited)


District Finance Manager (for the year at
DANIEL E. GARCES)

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 55 for the 2018 term with the Audit Committee Guidelines* and believe that this report properly reflects the operation for that term.

Dated this 4th day of September 2018


Chairman - Cindy Cross


Member

Member

* Audit Committee Guidelines are available at the District Finance Corner:


Audit Committee Guidelines



District #: 55

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

PROCEDURES TO BE COMPLETED	COMPLETED BY
A. ORGANIZATION	✓
<p>1. Obtain all supporting documents for the Mid-year or Year-end Treasurer's Report from the district treasurer, and sort the documents in the following manner:</p> <ul style="list-style-type: none"> ▶ Stack #1: Sort Treasurer's Reports, 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>Reviewed Expense Reports + Receipts in Concur</i></p>	<p><i>cc</i></p>
B. SUBSTANTIATING TRANSACTIONS	✓
<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 Payment Register to their respective supporting documentation. <i>- Everything Processed thru Concur</i> ▶ 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. <i>Processed thru Concur</i> ▶ For the transactions missing supporting documents, contact the finance manager and ask if such documents exist. If they do, request copies. <i>None missing</i> 	<p><i>cc</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). <i>most processed by T.I. from Concur</i> <i>CC</i> 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. <i>CC</i> 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). <i>CC</i> 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. <i>CC</i> 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. <i>CC</i> 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.) 	



 AUDIT COMMITTEE MEMBER SIGNATURE

9-3-2018

 DATE



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9-3-2018

 DATE

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