

August 8, 2019

The Audit Committee met on August 4, 2019 with the 2018-19 Finance Manager, Susan McClure, DTM. The Audit Committee consisted of the Chairperson, Lee Ann Ramsey, DTM, Amy Espinoza, DTM, PDD, and Debi Sigrest, DTM.

The Finance Manager suggested at the prior audit (July 2018-December 2018) that perhaps because the automated system slows down the review of entries and supporting documentation, that the Audit Committee may want to meet before the end of the second six months period and review the books so that it may be easier at the end of the year. The Audit Committee agreed this would be extremely helpful in examining the records and contacted the Finance Manager to meet with the committee at a convenient time prior to the end of the year. We met June 29, 2019 and reviewed January-May 2019. We reviewed the year-end entries on August 4, 2019 and the process was much more efficient. The Audit Committee suggests that future audit committees consider doing this process also.

Concur is the approval system being used by the District and appears to be working well. All transactions had the required number of approvals. The handwritten checks also had the required approvals.

We examined various registers and reports, and items over \$500 in accordance with the guidelines. The 60-day submission request for reimbursement and mileage reimbursement calculation also appears to have been followed.

We examined the Check Registers for the various accounts and found the following item.

We made note that a 3rd party is now doing the engraving of District trophies for the District Conference. There was an order placed by the District Director in January and the order was not shipped until April. We would like to give Kudos to the District Director for ordering the trophies early in the year and following up to ensure that they were received in time for the conference. The fact that it takes an extended period of time for engraving needs to be passed on for knowledge to future District Trios.

We examined the Available Funds statement, Profit and Loss statement, and Bank Reconciliations for the Period ending June 30, 2019. We would like to give Kudos to the Finance Manager for titling the Conference Account and deposit detail to help differentiate it when being examined by the committee.

The Audit Committee has the following suggestions for the transactions that occurred between January 1, 2019 and June 30, 2019.

1. There was an expense of \$38.85 for flowers for the bereavement of a District officer's grandchild. The flowers were only \$19 but the delivery charges put it over the allowed amount. Even though the amount exceeded the allowed amount of \$25.00 as stated in TI Policy 8.0, the concern of who qualifies for use of District funds was more of the issue.

Suggestion: There are currently no guidelines on who qualifies for use of district funds and even though the District trio all agreed, we suggest that there be some guidance from the Procedure Committee on who qualifies for use of district funds for bereavement. The TI policy states that “goodwill and a positive atmosphere for the delivery of the Toastmasters program” are the only items to determine appropriateness.

2. The accessibility to Concur of the Finance Manager as of July 1, 2019 was not available at the time of our final committee meeting and the auditors could not see what they needed on the system. The Audit Committee signs on to the system using the Finance Manager’s access. TI was contacted and it was corrected immediately.

Suggestion: The Finance Manager needs to have access to the Concur system until the final Audit Committee meeting for the year or a separate user for the auditor Chair needs to be setup.

The Audit Committee would like to thank the Finance Manager, Susan McClure, DTM for her hard work and dedication to District 55. The records were in good order and the committee was able to have any questions answered to their satisfaction. Respectfully submitted by the Audit Committee to the District Director.

Lee Ann Ramsey, DTM-Audit Chair

Amy Espinoza, DTM, PDD

Debi Sigrest, DTM