

Audit Procedure Checklist

The District Treasurer completes the ~~Midyear~~ and Year-end Audit report forms including the Narrative.

The District Treasurer and District Governor sign the statement: *We, the undersigned, certify that all District financial records have been made available to the Audit Committee for inspection and that any unpaid bills or other outstanding obligations for the year or period have been reported to the Audit Committee for inclusion in Section III of this Audit. We further certify that there are no other outstanding District obligations incurred for the District Administrative period July 1, ____ to December 31, ____ or year July 1, ____ to June 30, ____.*

The District Treasurer gives to the Audit Committee the Report, checkbook(s), all financial records – including TI monthly reserve statements and District account reports, list of accounts, paid bills, monthly bank statements, canceled checks, etc.

The Audit Committee reviews all the items (see attached check list). Questions or requests for additional information may be referred to the Treasurer or District Governor. Where possible, any items requiring clarification should be reviewed and discussed prior to finalization of the Audit. The Audit Report may be changed by the District Treasurer and District Governor prior to distribution if the Audit reveals mathematical error, posting error, etc.

If desired, the Audit Committee can attach a written its report of findings and recommendations to the Midyear or Year-end Audit Reports

The Audit Committee signs the statement: *We, the undersigned members of the Audit Committee, have examined the records of District ____ for the period of July 1, 20__ to December 31, 20__ or from July 1, 20__ to June 30, 20__ and believe that this report, prepared by the District __ Treasurer, properly reflects the operation for that period.*

* The Report and all items are returned to the District Treasurer and District Governor. Copies of the Midyear and Year-End Audit are provided to the District Executive Committee at its next meeting for review. (MAILED TO MAY 19th 2005)

The Audit Committee Chairman or Member will provide a verbal report to the District Executive Committee and District Council. The District Governor and/or District Treasurer will be available at these meetings to answer questions posed by Committee or Council members.

Audit Committee verified

- Financial records complete, appropriate filing system, use of spreadsheet software or accounting journal.
- Requests for Reserve funding made appropriately.
- All incoming funds presented timely to District Treasurer and deposited timely.
- The appropriate posting of income and expenses to budget accounts.
- Accurate addition and subtraction in all records.
- Accurate addition and subtraction on Budget, Monthly Treasurer's Reports, Midyear and Year-end Audit.

- District Governor. At least one Lt. Governor and District Treasurer are authorized signatures on all accounts. *0 2 OCCASIONS - 1 SIG BY SECRETARY - CORRECTED*
- All District-issued checks signed by both the District Governor and District Treasurer. *0 SEE ABOVE 2 OCCASIONS - CORRECTED*
- Checks made payable to the District Governor or District Treasurer signed or approved in writing by a Lt. Governor. *DISTRICT GOV. - BY PASSED SYSTEM 3 TIMES DUE TO NOT HAVE TO GET SIGS - CORRECTED*
- Monthly Treasurer's Reports show variances with explanations.
- Monthly Treasurer's Reports prepared within 45 days of the end of the reporting month. *1ST QTR + MID YEAR LATE - CORRECTED*
- Monthly Treasurer's Reports provided each month to District and Lt. Governors. *No!! CORRECTED FEB 08*
- Monthly Treasurer's Reports presented at each Executive Committee Meeting.
- Monthly Treasurer's Reports presented at each District Council Meeting.
- Quarterly Treasurer's Reports sent to World Headquarters for the end of September and March.
- All District expenses supported by receipts or documentation. *Several / Lost Receipts BUT FUNDS OK*
- Mileage reimbursements have explanation detailing the date, miles traveled, and reason for the trip(s). *Corrected*
- U/A* If District Officer moved out of the geographic boundaries of the District from which he/she was elected, reimbursement was based on the residence of the Officer at time of election or the Officer's current residence, whichever is less.

Items Reviewed (Audit Checklist)

- District Budget
- Monthly Treasurer's Reports J F M A M J J A S O N D
- Listing of Account Codes/Categories for posting as budget line items.
- Bank statements J F M A M J J A S O N D _____ Checkbook/passbook Checking
Account Bank and Account Number ON LINE & HARD COPY *[Signature]*
- Bank statements J F M A M J J A S O N D _____ Checkbook/passbook Checking
Account Bank and Account Number "
- Bank statements J F M A M J J A S O N D _____ Checkbook/passbook Checking
Account Bank and Account Number "
- TI District Reserve statements J F M A M J J A S O N D
- None?* District Equipment/Supplies Inventory List J F M A M J J A S O N D
- None?* District Bookstore Inventory List J F M A M J J A S O N D
- District Expense Reimbursement/Request forms J F M A M J J A S O N D
with paid bills attached *Several OCCASIONS - MESSAGE NOT VERIFIED and corrected*
- District Fall Conference Budget, Final Registration List of attendees showing events
purchased and amounts received, registration forms completed by attendees (to
include early bird registration and payments), Final Report, Paid Bills *Some Vague (Fall '07)*
- District Spring Conference Budget, Final Registration List of attendees showing
events purchased and amounts received, registration forms completed by attendees (to
include early bird registration and payments), Final Report, Paid Bills
- District Club Officer Training events income (if any), Final Report, Paid Bills
- District Other Educational Event Budget, Final Registration List of attendees showing
events purchased and amounts received, Registration forms completed by attendees
(to include Early Bird Registration and Payments), Final Report, Paid Bills

Presented Jek

Will send WITH REBUND WITH 11/15/05 FOR TO 10/1/04

- Each Expense Reimbursement or Request approved by the District Governor.
- ~~*~~ Request for Reimbursement or payment made within 60 days of incurring the expense of by July 31 for expenses incurred in June. Reimbursement based on the availability of funds. ** Some came late but Accurate.*
- Each check issued is assigned to a budget line item at the time the check is written.
- Revenue derived from fund-raising activities was found to be from activities within guidelines and policy.
- Revenue derived from fund-raising activities was used to offset costs of educational sessions and to raise funds to further the purposes of Toastmasters International: training Club and District Officers, for the purchase of supplies and educational program materials.
- No commingling of District funds with funds in personal accounts, Club accounts, or any other accounts. *NONE - FUND INTEGRITY PERFECT. (SEEN FROM ACCTG.)*
- District funds not used for new Club charter, Club or member renewal fees.
- Single expenditures in excess of \$500 authorized verbally or in writing in advance by the District Governor and at least one Lt. Governor, in consultation with the District Treasurer. *MOST - A Couple of FLAWs / BUT Verified and # OK*
- District funds used only for:
 - District and Club Officer Training
 - Club extension
 - Club rescue
 - Membership growth
 - Promotion of educational programs within Clubs
 - Communication within the District, including bulletins, directories, newsletters
 - Administrative supplies and District management materials
 - Awards and recognition
 - Authorized District Officer travel to officially recognized conferences and meetings inside the District
 - Authorized travel for the top tree District Officers travel to officially recognized conferences and meetings outside the District (Midyear Regional meetings, Regional Conference and International Convention only).
 - District Conferences, other District meetings, and Speech Contests

*Harold Parker
Chair Audit 8/10/08*

*[Signature]
8/30/08*

OK