

Founder's District

Subject: 2015 Founder's District ~~Year-end~~ ^{MIDYEAR} ^{SO} Audit Report

Date: February 10, 2016

This report covers the audit team's review of the Founders District's financial records (including divisions considered to be part of the district's financial records) for the year 2015.

The audit committee performed the audit in accordance with the procedures outlined in Toastmasters International Audit Committee Guidelines. After we completed the audit, we provided the required documentation to TI.

Audit Committee members:

Eugene Okoreeh

Dyllon Whitaker

Devin Huff



Audit Committee Guidelines

District #:

Circle one:

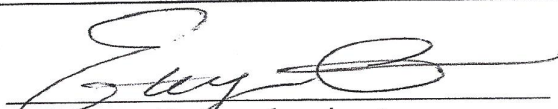
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 Mid-year Audit

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.	80
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 match all transactions on the Receipt Register and Payment 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 district treasurer and ask if such documents exist. If they do, request copies.	80
C. Policy Review	


PROCEDURES TO BE COMPLETED	COMPLETED BY:
<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 governor and district treasurer (checks made payable to the district governor or district treasurer should be signed or approved in writing by the lieutenant governor education and training or the lieutenant governor marketing). • Review all reimbursement requests and verify that they were approved by the district governor. 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 governor and at least one lieutenant governor. 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 governor were authorized in advance in writing by the treasurer and at least one lieutenant governor. Payments made by the treasurer must be authorized in advance by the district governor and at least one lieutenant governor. • 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 governor, lieutenant governor education and training, and lieutenant governor marketing were reimbursed for their meals purchased, up to \$30 a day with supporting receipts. (Meal expenses are NOT covered by a per diem.) 	<p>SO</p> <p>SO</p> <p>SO</p> <p>SO</p> <p>SO</p> <p>SO</p>



 Audit committee member signature

2/10/2016


 Date



 Audit committee member signature

2/10/2016

 Date



 Audit committee member signature

2/10/2016

 Date

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 and 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)	(745.70)
Year to Date Net Income/(Loss)	13,019.85
Total Available Funds	129,043.85

1. 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 2015-2016 term have been reported to the audit committee and included in accruals section of this audit. We further certify that there are no other outstanding district obligations incurred for the 2015-2016 term.

Dated this 9th day of February

Pam Faw
District governor (for the year audited)

Alexander Ruiz
District treasurer (for the year audited)

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 F for the 2015-2016 term in accordance with the Audit Committee Guidelines* and believe that this report properly reflects the operation for that term.

Dated this 10th day of February

[Signature]
Chairman

[Signature]
Member

[Signature]
Member

* Audit Committee Guidelines are available at the District Finance Corner: www.toastmasters.org/AuditGuide

NOTE: Audit committee members cannot be members of the district executive committee (e.g., district governor, lieutenant governors, immediate past district governor, secretary, treasurer, public relations officer, division governors, area governors).