

**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.

<b>In Base Currency</b>	<b>USD</b>
<b>Monthly Net Income/(Loss)</b>	(5,881.04)
<b>Year to Date Net Income/(Loss)</b>	(438.63)
<b>Total Available Funds</b>	129,450.15

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 2016-2017 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 2016-2017 term.

Dated this 10th day of February

  
\_\_\_\_\_  
District governor (for the year audited)

  
\_\_\_\_\_  
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 2016-2017 term in accordance with the Audit Committee Guidelines\* and believe that this report properly reflects the operation for that term.

Dated this 12 day of February

  
\_\_\_\_\_  
Chairman

  
\_\_\_\_\_  
Member

  
\_\_\_\_\_  
Member

\* Audit Committee Guidelines are available at the District Finance Corner: [www.toastmasters.org/AuditGuide](http://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).






# Audit Committee Guidelines



District #: F

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

PROCEDURES TO BE COMPLETED	COMPLETED BY
<p><b>A. ORGANIZATION</b></p>	
<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"> <li>▶ Stack #1: Sort Treasurer's Reports, bank statements and district reserve statements into separate groups, organize in chronological order and place in one stack.</li> <li>▶ 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.</li> </ul>	<p><i>Trishaly</i></p>
<p><b>B. SUBSTANTIATING TRANSACTIONS</b></p>	
<p>2. To ensure that all transactions are adequately supported, perform the following procedures:</p> <ul style="list-style-type: none"> <li>▶ Trace and agree all transactions on the <b>Receipt Register and Payment Register</b> to their respective supporting documentation.</li> <li>▶ Place a check mark (✓) on the <b>Receipt Register and Payment Register</b> next to each transaction that has supporting documents. The only transactions that should not be check marked are the ones missing supporting documents.</li> <li>▶ For the transactions missing supporting documents, contact the finance manager and ask if such documents exist. If they do, request copies.</li> </ul>	<p><i>[Signature]</i></p>

PROCEDURES TO BE COMPLETED	COMPLETED BY
<b>C. POLICY REVIEW</b>	
<p>3. To ensure that transactions were executed within the company policies, perform the following procedures:</p> <ul style="list-style-type: none"> <li>▶ Review <b>all cancelled checks</b> 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).</li> <li>▶ Review <b>all reimbursement requests</b> 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.</li> <li>▶ Identify <b>all payments in excess of USD \$500</b> 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).</li> <li>▶ Review all <b>Debit Card</b> 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.</li> <li>▶ Identify <b>Other District Expenses</b> (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.</li> <li>▶ 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.)</li> </ul>	<p>N/A          </p>

  
 AUDIT COMMITTEE MEMBER SIGNATURE

2/12/17  
 DATE

  
 AUDIT COMMITTEE MEMBER SIGNATURE

2/14/17  
 DATE

  
 AUDIT COMMITTEE MEMBER SIGNATURE

2/14/17  
 DATE

In the following white cells, include a brief narrative (description/explanation) of the monthly income, revenues and expenses associated with each category of the Treasurer's Report. Explain if the monthly activities aligned or did not align with the district budget and the District Success Plan. A separate sheet may be used. For each of the four Quarter Reports, **all sections of this narrative page must be completed in order for the report to be accepted by World Headquarters.** The questions in the boxes are to help you formulate narratives. Delete the questions, and replace them with your narratives.

**Membership Revenue**

Our Revenue thus far is higher than projected due to focus on starting clubs and having members get dues in on time.

**Conference Net Income/(Loss)**

Founder's District Fall Conference was a one day event held on October 29, 2016 at the Sheraton Cerritos Hotel, Cerritos, CA. We were under budget with our expenses. Revenue fell short since we did not have as many all-day attendees as planned. We also did not have as many sponsors as planned.

**Fundraising Net Income/(Loss)**

No fundraising events planned at this time.

**TLI Net Income/(Loss)**

There were no TLI events scheduled for July-December. Makeup training was held in July & August at which we had high attendance. The district will conduct two TLI's during the month of January. The first will be held at Chapman University in Orange, CA, and the second will be at Cal Tech in Pasadena, CA.

**District Store Net Income/(Loss)**

Founder's District does not have a district store this year. The credit posted here is money received from a member who purchased inventory 2015-2016.

**Other Revenue**

This is Revenue from Division Council Meetings and the non-DEC members who attend DEC meetings. All events had good attendance but did not generate the income planned.

In the following white cells, include a brief narrative (description/explanation) of the monthly income, revenues and expenses associated with each category of the Treasurer's Report. Explain if the monthly activities aligned or did not align with the district budget and the District Success Plan. A separate sheet may be used. For each of the four Quarter Reports, **all sections of this narrative page must be completed in order for the report to be accepted by World Headquarters.** The questions in the boxes are to help you formulate narratives. Delete the questions, and replace them with your narratives.

**Marketing**

We are working diligently on getting new clubs started. The Club Coach retreat has been moved to May. Additionally, the banners and awards budgeted for August and September have not yet been purchased.

**Communications and Public Relations**

Several social media workshops are being planned for January-March. The variance here covers the delayed purchase of the Century District domain name and website development, newsletter, supplies and promotional expenses.

**Education and Training**

This variance reflects educational materials we have not yet purchased as well as savings on food costs at our DEC meeting, 10/26/16, and two leadership events 11/28/16 and 12/10/2016.

**Speech contests**

Area, Division, and District contests were held throughout the month of October. Sponsorship and advertising income was short of expectations. Our awards expenses and room rental costs were also lower than planned.

**Administration**

Administration variance is due to supplies and equipment, bank charges, sympathy and postage expenses being lower-to-date than expected.

**Travel**

Travel expense variance is due to director mileage which has not yet been paid out. We also had a savings on our keynote speaker's airfare.

**Other Expenses**

No unexpected expenses. Division Council Meeting expenses are less thus far than budgeted.