- Ed Thelen DTM, PDD

2024-2025 Audit Committee Chair District 35
District 35 Mid-Year Audit Report – District Council Meeting – 5/3/2025

The District 35 audit committee met on Friday, Friday, February 7, 2025. The audit committee is comprised of Chairperson Ed Thelen, DTM, PDD and members Bethanie Gist, DTM and Jerry Ward, DTM. This report covers the period of July 1, 2024 through December 31, 2024.

The committee reviewed the documentation for financial income and expenses for the period covered above with respect to the following areas: organization, substantiating transactions, and policy review.
Overall, the recordkeeping was very good with supporting documentation for all expenses. The diligent work of Finance Manager, Mike Dill, DTM is most appreciated so that the audit committee could have a reasonable amount of time to complete the audit by the February 15th deadline.

In the spirit of improvement that is a part of Toastmasters, the audit committee does have a few recommendations to implement/consider:

- Support for Struggling Personnel – It was unfortunate that the Finance Manger originally appointed had to resign, but they stepped back with no notice to the District Director. As a result of the transition to a new Finance Manager, a number of financial transactions that should have been approved for the first half of the Toastmasters year were deferred and no financial reporting was completed for the months they have completed transactions. A recommendation would be to remind and reinforce that any District officer who may feel overwhelmed or needs assistance to reach out to the District Director or another District officer that they feel comfortable asking for assistance.

Approvals for Expenses Over $500 – There was one expense report submitted by the District Director that was over $500. In this case, both the Program Quality

Director and Club Growth Director should approve the expense. The Club Growth Director approved the expense in Concur but there was no additional documentation that showed the Program Quality Director approving the expense.

Documentation when Receipts do not Equal Reimbursement Amounts –
There was inconsistency in reports where there were items where the receipt submitted in Concur did not match the amount requested for reimbursement. Most, if not all instances, were a result of District Dollars being used up by an individual/club. The notation for this should be done by the Toastmaster requesting reimbursement and, as a last resort, the Finance Manager should be making this notation.

Overall, District 35 is to be commended in its efforts to be financially sound and support the necessary policies for Toastmasters International to maintain its not-for-profit status.

Respectfully Submitted,
Ed Thelen, DTM
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2023-2024 Audit Committee Chair
District 35