



# Year End Audit Report

Fall 2025

The District 35 audit committee met on Thursday, August 28, 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 January 1, 2025 through June 30, 2025. 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 excellent work of Finance Manager, Mike Dill, DTM, who steadily completed the work throughout the six months made it easy to complete the audit on time. In the spirit of improvement that is a part of Toastmasters, the audit committee does have a few recommendations to implement/consider:

Approvals for Concur Expenses Over \$500 – There was an 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 showing the Program Quality Director approval. Recommendations for this are either to scan in an email approval or add to the Notes section within the expense to document additional approval.

Central Individual for Documentation – As I was completing the audit, I received missing items from both the District Director and the Finance Manager. The audit committee recommends having the Finance Manager as the central source of all documentation related to financial matters for the District.

Timely Submission of Expenses – Toastmasters International's rules are that expenses should be submitted within 60 days from when they were incurred. There were groupings of a few expenses that stretched beyond this time frame. This also makes the review process easier, especially for expenses that overlap months.

Documentation when Receipts do not Equal Reimbursement Amounts – There was inconsistency in some reports where there were items where the receipt submitted in Concur did not match the amount requested for reimbursement. All instances were a result of District Dollars being used up by a 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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