

Audit Committee Guidelines



District #: 17

Circle one: **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 Profit and Loss Statements from the district treasurer, and sort the documents in the following manner:</p> <ul style="list-style-type: none"> ❖ Stack #1: Sort Profit and Loss Statements, 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. 	Yating Mei
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 agree all transactions on the Receipt Register and Check 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 finance manager and ask if such documents exist. If they do, request copies. 	Yating Mei

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

Slightly above budget Membership Revenue reflecting some growth. This should continue given the expected interest from LinkedIn Digital Marketing.

Conference Net Income/(Loss)

The District 17 Conference is scheduled for late May 2020 in Bunbury Western Australia. Fundraising is slightly behind budget from raffles at Contests and Speechcraft income. There has been some accommodation booked for International and Interstate speakers.

Fundraising Net Income/(Loss)

Yes Fundraising is in full swing across the District and is running slightly behind budget.

TLI Net Income/(Loss)

TLI has been active inside District 17 performing communication Workshops for all members. Leadership and management Workshops will be scheduled for the second Quarter.

District Store Net Income/(Loss)

District 17 does not have a District store.

Other Revenue

Yes Early Bird Sales for the Annual Conference @\$4.5k.

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Marketing

Club Growth is our key marketing spend with around 12 Pop up and Open Houses planned in January 2020. We are committed to advertising for the Conference, Mentoring, Leadership and improving Management skills from the Advanced Communication Series of Toastmasters.

Communications and Public Relations

Public Relation Initiatives have been developed and communicated effectively across the District through our Facebook account. As mentioned last month the Direct Marketing advertising has come from the District Reserve.

Education and Training

We have taken an innovative approach to stimulate more interest in Cub Officer Training. Feedback from members of using more online elements and using the break outs for more Q & A has been more interactive. In December 2019 we had a Regional Advisor visit and completed Corporate Leader, Aspiring Leader and DECM.

Speech contests

In the first Quarter Humorous and Table Topic contests have been held. Some of the Costs of Trophies surprised the District which followed the previous year. Categorisation of Room Rental could have been placed in Education and Training where budgeted funds were available. The District decision to expand the Divisions by 50% plus the agreement to have first and second places move through Area and Division has certainly increased some award costs for this quarter.

Administration

Running very well the budget. We did celebrate a District welcome for the RA visit and Xmas celebration for all District Leaders.

Travel

Running slightly under Budget as the past District Director did not travel to Denver. We have introduced Live Streaming across the District to reduce some costs for Regional members. Nothing unexpected.

Other Expenses

Above budget due to some costs incurred for live streaming.