

District 112 2020-2021 Audit Committee Report

For the year ended 30 June 2021

District Director Sharon invited me to be the Audit Committee Chair for District 112 for the 2020-2021 Toastmasters year.

I accepted this role with the proviso that I would complete the procedures set out by Toastmasters International in their Audit Committee Guidelines. This involves:

- Tracing all expense payments to the bank statements;
- Tracing all expense payments back to source documentation eg expense claims with supporting invoices;
- Tracing all receipts to the bank statements;
- Tracing all receipts to any supporting documentation;
- Reviewing expense claim forms to ensure they are completed correctly and authorised by the appropriate signatories;
- Providing feedback to the District Director and Finance Manager;
- Providing a completed audit committee programme and sign off to Toastmasters International.

It should be noted that this is not an audit as defined by Chartered Accountants Australia New Zealand, the governing body for Chartered Accountants in New Zealand. I am not able to perform a full audit as while I am a Chartered Accountant, I am not a Registered Auditor.

The Audit Committee comprised me, Gael Black and Richard Jebb. We met with the District Finance Manager, Madelaine Luke, on Saturday 21st August and completed the audit procedures that day. It should be noted that as this was during the Level 4 lockdown we met via Zoom and all documents examined had been loaded into a Dropbox folder for us.

The volume of transactions is much reduced this year due to Toastmasters contests and training events being held online due to the instructions from Toastmasters International in response to the global pandemic.

All receipts and payments were traced to source documents where available and to bank statements. We examined 100% of the receipts and payments and did not note any anomalies or unauthorised payments.

We reported to Toastmasters International on the 24th of August regarding the completion of the audit procedures. Our final sign off was not completed until the 13th of September as it took the District Accounting Team at WHQ longer than usual to finalise the financial statements.

I congratulate the District 112 Finance Manager, Madelaine Luke, on an exemplary set of books, the result of dedicated effort for the whole year.

I thank Gael and Richard for their assistance with the audit procedures.

Sarah Bate

D112 Audit Committee Chair