### **TOASTMASTERS** INTERNATIONAL

#### TOASTMASTERS INTERNATIONAL

Certification for

June 2024-25

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NZD

(49,201.51)

INSTRUCTIO	NS
1. Complete all	se

In Base Currency

Monthly Net Income/(Loss)

- ctions on the Narrative tab.
- 2. Fill in the white cells below with the appropriate information and print out this page.
- Obtain related signature below. Typed signatures are not acceptable.
- 4. Distribute monthly reports per Toastmasters International protocol 8.4, to the District Director, Program Quality Director and Club Growth Director 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:
  - \* Scan and email the PDF to DistrictFinancialReports@toastmasters.org

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.

	40,098.16	Year to Date Net Income/(Loss)
	10,830.10	emposit iquada ani nu lea jos vero temo ani ni car
	141,877.24	Total Available Funds
ed in accruals section of	reported to the Audit Committee and included in	<ol> <li>We, the undersigned, certify that all District financial records have been mabilis or other outstanding obligations for the 2024-25 term have been rethis audit. We further certify that there are no other outstanding District ob</li> </ol>
	annitrasancii no	Dated this 10 day of October 2025
En and the case of	ulBrooks,	(DV)
audited)	District Finance Manager (for the year audi	strict Director (for the year audited)
audited)	District Finance Manager (for the year audi	strict Director (for the year audited)  Complete only for the Mid-year Report and Year-end Report:
audited) 024-25 term in accordan	ne records of District 112 for the 2024-	A standard of setting the first setting
Trace and agent	ne records of District 112 for the 2024- y reflects the operation for that term.	Complete only for the Mid-year Report and Year-end Report:  2. We, the undersigned members of the Audit Committee, have examined the with the Audit Committee Guidelines* and believe that this report properly
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NOTE: Audit Committee members cannot be members of the District Executive Committee (e.g., District Director, Program Quality Director, Club Growth Director, Immediate Past District Director, Admin Manager, Finance Manager, Public Relations Manager, Division Directors, Area Directors).

TOASTMASTERS
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## **TOASTMASTERS**INTERNATIONAL®

### TOASTMASTERS INTERNATIONAL Narratives for June 2024-25

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Conference Net Income/(Loss) Inference recorded a slight profit, as a Grant was provided but not Budgeted for  Fundraising Net Income/(Loss) Is due to the Awards Night lunch held in Sept 2024, for the people that arrived early for the Meeting and Training in the day  District Store Net Income/(Loss)  A  Marketing Outside of Toastmasters ajor focus was pushing for the Toastmasters Brand name to get out to the public. th a late start in the year, went over Budget to the last minute costs coming through and the Accruals	Membership Dues Allocation	
Fundraising Net Income/(Loss)  This due to the Awards Night lunch held in Sept 2024, for the people that arrived early for the Meeting and Training in the day  District Store Net Income/(Loss)  /A  Marketing Outside of Toastmasters ajor focus was pushing for the Toastmasters Brand name to get out to the public.		, as Club membership increased
Fundraising Net Income/(Loss)  This due to the Awards Night lunch held in Sept 2024, for the people that arrived early for the Meeting and Training in the day  District Store Net Income/(Loss)  /A  Marketing Outside of Toastmasters ajor focus was pushing for the Toastmasters Brand name to get out to the public.		
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District Store Net Income/(Loss)  A  **Tarketing Outside of Toastmasters**  ajor focus was pushing for the Toastmasters Brand name to get out to the public.	is due to the Awards Night lunch held in Sent 20	124, for the people that arrived early for the Meeting and Training in the day
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ajor focus was pushing for the Toastmasters Brand name to get out to the public.	District Store Net Income/(Loss)	in the set training.  In good four set year incoming area at up and pad for but a for set year incoming area as outly out fire war and standing outly out the content of the content of the content outly ou
ajor focus was pushing for the Toastmasters Brand name to get out to the public.	District Store Net Income/(Loss)	endion and Training.  Inng and Educaton sessions are set up and pad for but a for nert year incomed area are and the cut the year area as a let of educaton and tracking areas are color on the color of the cut
ajor focus was pushing for the Toastmasters Brand name to get out to the public.	District Store Net Income/(Loss)	the street and Trainston.  Interior and Education seed to set up and pad for but a for cert year incorreng area as audits out the war we see a éducation and reached seeds but a sales in warrs onto
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ajor focus was pushing for the Toastmasters Brand name to get out to the public.	District Store Net Income/(Loss)	ning and Education seasons are set up and part to but a for ciert year incoming area as our lift out this year we ran a lot of education and tracked sections but coals for were con-
ajor focus was pushing for the Toastmasters Brand name to get out to the public.	District Store Net Income/(Loss)	the estimate and Training.  Integrand Education essistes are set up and pay for but a for cited year incoming area as outlift out this year we red a ket of education and training essistes but craining warm only
ajor focus was pushing for the Toastmasters Brand name to get out to the public.	District Store Net Income/(Loss)	Mustice and Training.  In a series we set up and past for but a for pert year incoming area as a supply, out the year we real a fact of education and training exclude but crain by were only.
ajor focus was pushing for the Toastmasters Brand name to get out to the public.	District Store Net Income/(Loss)	Because and Training  Because of Education seasons are at up and past for but a for pertyest incorrang area as  Aught, out the year warran a halot education and training seasons but calle by were only  and Contents
	District Store Net Income/(Loss)	profition and Training  and Education sessions are set up and part for being new incomed area and part for the part for year and a for being part of the part for year and a for for year and
	District Store Net Income/(Loss)  /A  Marketing Outside of Toastmasters	we strong and Tradition.  Integrated Education seed to set up and past for but a for cert year incoming area as continued to the year two real a let of education and training estimate but a ratio for warrs only.  Audit out the year we real a let of education and training estimate but a ratio for warrs only.
	District Store Net Income/(Loss)  /A  Marketing Outside of Toastmasters ajor focus was pushing for the Toastmasters Bran	and name to get out to the public.

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Narratives for June 2024-25

DISTRICT	112
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In the following white cells, include a brief narrative (description/explanation) of the monthly income, revenues and expenses associated with each category of the Profit & Loss 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. If needed please delete the questions, and replace them with your narratives.

Recognition	.cess 2197. A separae sareechisy de usea, not each or one pour cuearest kepans, an secoura or one na
he main focus was recognising mem	bers and clubs, we purchases through trophies and awards
Club Growth	pport on providing banners and flags.
ve flave rebuild clubs and shown su	pport on providing banners and hags.
Public Relations	
romoted an ough manerning and an	e standard tools avaliable, nothing unusual
Education and Training	
raining and Education sessions are	set up and paid for but a for next year incoming area and division directors.
hrought out the year we ran a lot of	feducation and training sessions but majority were online that lead to a big cost savings
0	
Speech Contests	

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#### TOASTMASTERS INTERNATIONAL Narratives for June 2024-25

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lo Speech Contests were ran this month. Thro where possible	oughout the year we encouraged the Division Directors to utilise the budget but also to save
,	
Administration	
standard costs went through	
Food and Meals	
Standard costs went through	
Travel	
Budgeted for the District Director to do anothe	er travel overseas but this never happened hence over budgeted
Lodging	
budgeted for the District Director to do anoth	er travel overseas but this never happened hence over budgeted

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DISTRICT	112
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each category of the Profit & L Success Plan. A separate sheet completed in order for the I	lude a brief narrative (description/explanation) of the monthly income, revenues and expenses associated with oss Report. Explain if the monthly activities aligned or did not align with the District budget and the District may be used. For each of the four Quarter Reports, all sections of this narrative page must be report to be accepted by World Headquarters. The questions in the boxes are to help you formulate elete the questions, and replace them with your narratives.
budget and the District	each category of the Profit & Lass Report, Explain if the monthly activities aligned or alid not align with the Digitific
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### **Audit Committee Guidelines**

Program Year: 2024/2025 District # D112 Check one: Mid-year Audit Year-end Audit **Procedures To Be Completed** Initials A. Organization 1. Obtain all supporting documents for the Mid-year or Year-end Profit and Loss Statements from the District Finance Manager, and sort the documents in the following manner: 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 non-Concur supporting documents in the order they appear on the Receipt Register and Check Register. Receipt supporting documents should be placed behind the Receipt Register, and payment supporting documents should be placed behind the Check Register. 2. Obtain the Audit Committee Concur logins and related training materials from the Finance Manager or District Finance at WHQ **B. Substantiating Transactions** 1. To ensure that all non-Concur transactions are adequately supported, perform the following procedures: 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 Check 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. If they do not, make a note. 2. To ensure that all Concur transactions are adequately supported, perform the following procedures: Use the Concur Auditor logins to emulate the District Director and Finance Manager's profiles to access their previously approved reports. Trace and agree all transactions on the Bills Register to their respective supporting documentation in ▶ Place a check mark (✔) on the Bills 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. If they do not, make a note. \*\*\*(If assistance is needed with Concur, please contact the District Finance Team at

districtreports@toastmasters.org or districtconcur@toastmasters.org )\*\*\*

Procedures To Be Completed	Initials
C. Policy Review	
<ul> <li>1. To ensure that transactions were executed within the company policies, perform the following procedures:</li> <li>Review all cancelled checks 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> </ul>	NA
Review all reimbursement requests 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.	
Identify all payments in excess of USD \$500 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).	Ans
Review all Debit Card 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.	æ
Identify Other District Expenses (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 orto any charitable fund. Cash and cash equivalents, including but not limited to non-Toastmasters gift certificates, gift cards, or any other stored-value products, are not permitted.	
Identify travel expenses and ensure the District is not expensing fuel costs or vehicle rentals. Instead, the District may reimburse for mileage.	
Review all meal expense reimbursements for District Leader August and Mid-year trainings to ensure that if the District Director, Program Quality Director, and Club Growth Director were reimbursed for their meals purchased, they only received up to \$50 a day with supporting receipts. (Meal expenses are NOT covered by a per diem.)	

Ass	OCT 20, 2025
Audit Committee Member Signature	Date
	OCT 20, 2025
Audit Committee Member Signature	Date
Choha	Oct 20, 2025
Audit Committee Member Signature	Date