


Audit Committee Guidelines



District #: 3

Circle one: **Mid-year Audit** or **Year-end Audit** 2016/2017

PROCEDURES TO BE COMPLETED	COMPLETED BY
<p>A. ORGANIZATION</p>	
<p>1. Obtain all supporting documents for the Mid-year or Year-end Treasurer's Report from the district treasurer, and sort the documents in the following manner:</p> <ul style="list-style-type: none"> ▶ Stack #1: Sort Treasurer's Reports, 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. 	<p>TRB JRE</p>
<p>B. SUBSTANTIATING TRANSACTIONS</p>	
<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 Payment 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. 	<p>JRE JAY KJ JRE</p>

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<p>C. POLICY REVIEW</p>	
<p>3. To ensure that transactions were executed within the company policies, perform the following procedures:</p> <ul style="list-style-type: none"> ▶ 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). ▶ 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). ▶ 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. ▶ 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 or to any charitable fund. ▶ Review all meal expense reimbursements for District Leader August and Mid-year trainings to ensure the district director, program quality director, and club growth director were reimbursed for their meals purchased, up to \$30 a day with supporting receipts. (Meal expenses are NOT covered by a per diem.) 	



 AUDIT COMMITTEE MEMBER SIGNATURE

7-29-17

 DATE



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7/29/17

February 2017

no issues

January

- Brought up after the fact, at last audit, any expense over \$5000 must have pre-approval, including mandatory training & convention.

Reimbursement request for M Heier was done prior to this being brought to the District's attention

- Also for Jan Byrd
- Also for Eric Moore-Creel/Kaw

April

- missing documentation for deposit ^{conf. registration} document showing \$155 for payment enclosed. deposit slip showing \$320.

March

- signed approval was after the invoice date (RC Type, Print + mailers)

May

no issues

June

no issues