



# District 86 Council Meeting

Audit Committee Report – September 12, 2023

## Audit Committee Year End Review

**August 1, 2023**

The Audit Committee, now in Q3/Q4, has experience and a better understanding of expectations.

Navigating in Concur system was much easier for Q3/Q4. All items were in order and posted.

2 transactions were not clear as to the compliance with policy guidelines.

During 2 mid year trainings in India, the Club Growth Director receipts do not state the exchange used. In the supporting documentation a reference to the exchange is required. Either the exchange from the dated receipt or a quote from the Bank of Canada website for the specific date needs to be entered in Concur.

There was a recognition from the Audit Committee that the values spent on recognition and customs charges through DHL were very high. Is this expected to be the norm, or will it decrease as more in-person meetings return? The expenditures are higher than budgeted, but not beyond the overall total budget.

Other expenses were adequately documented.

To direct in subsequent years, a District 86 Audit Committee process outline will be shared by this outgoing chair with the incoming committee chair. Contact information, completion dates and Concur access procedures to be included. It is suggested this be updated on an annual basis to be most effective.

Respectfully Submitted,  
District 86 2022/23 Audit Committee Members

Amy Li, John Spinozzi and Julie Whitely