

SANDY

AUDIT OF DOUGLAS COUNTY MASTER GARDENER'S FINANCIAL RECORDS  
BUD CRUGER AND PAT VAUGHN 7/18/2000

Chuck Aiello, current treasurer, provided the paper records and the computer records for review.

1. Three accounts were checked for final reconciliation numbers as of June 30, 2000. They were the Master Gardener Wells Fargo Checking Account, the Master Gardener Wells Fargo Money Market Account, and the Discovery Garden Premier West Money Market Account. All final totals were correct.
2. The internal transactions within the MG Checking Account were reviewed and found to be the best way to transfer money between different budget accounts.
3. The Expenditure Authorization forms are being used.
4. Random paper records of expenditures and deposits were checked for accuracy. All were found to be accurate and entered correctly into the computer.
5. A review of the OMGA \$5.00 dues was made. Four expenditures totaling \$540 were paid for 108 members.

Recommendations:

1. The Expenditure Authorization form has a column for "Activity to be charged". This needs to be filled out so the proper account is charged for the expenditure. This relieves the Treasurer of having to make the decision.
2. A list of the chairpersons for the various budget accounts needs to be prepared after the budget is compiled. The president needs to sign off on the printed listing. This is used by the Treasurer to verify authorized expenditures.
3. It should be investigated to see if the MG Checking Account and the Money Market Account can be one interest bearing account. Current interest in the Money Market Account is 2.02%. The Discovery Garden Money Market Account has an interest of 2.63%.
4. There should be consideration given to develop a budget for the Discovery Garden Account.
5. The Discovery Garden Account is kept as a separate Quicken 2000 file and this should be continued.
6. When there is an internal transaction both chairpersons should sign off as to the amount transferred.