

Douglas County Master Gardens  
Audit Report  
For the period Jan 1, 2011 to the date of the audit

The Audit was performed by Roger Sawyer and Ted Benice on July 27, 2011 in the Master Gardener clinic office.

Others present: Toni Rudolph, our current Treasurer.

Procedure:

The first thing we did was to reconcile the June 30, 2011 bank statements for both the regular checking account and money market account. This was successful.

The second step was to examine a sampling of transactions. We selected at random a check in the register, looked at the way it was charged to its respective category, then verified that an expense form was properly completed and signed by the category manager. No discrepancies were revealed during this process.

Having completed these steps we were satisfied that the Chapter's books are being maintained in accordance with accepted accounting standards and are accurate.

Recommendations:

During our examination of the financial records it came to light that all of the electricity charges are being applied to the HLC category. Because we are paying on two meters, one for the electricity to run the irrigation pump and the other meter that supplies all of the electricity for the green houses (lights, fans, water heater etc) we feel that the HLC should be charged for the irrigation usage and the Plant Sale should be charged for the electricity usage on the second meter.

Although not an abusive practice some requests for re-imbusement submitted receipts that contain both purchases for Master Gardener projects and personal item. This means the receipts must be marked and divided to show what items are to be paid by our Treasurer. We would like to see all receipts submitted for payment to contain only items that are to be repaid.

It was further noticed that a lot of copies of forms are being used and we have advised our Treasurer to look for ways to reduce this practice. Example, when issuing the eight checks for Mini College Scholarships each check was supported by an expense voucher that was not signed personally by the President. We recommend that a single expense voucher be prepared that would cover all of the scholarships and the required number of checks issued from this one, properly executed, authorization. We also feel that when the next order of checks is made that we order single copy checks. We currently have a redundancy of references to the check numbers.

For the past several years all of our financial records are being maintained in one continuous file. This is a risky practice, we recommend that at the end of every calendar year a file is created that will archive the current year and then create a new file for the coming year. This can be done within the Quicken program. When this is done then the files should be loaded on the office computer where they will be housed and protected by the extension backup procedure.

Respectfully submitted

Audit Committee Chairman, Roger Sawyer