

Douglas County Master Gardeners
Audit Report

August 10, 2012

For the period of July 1, 2011 through June 30, 2012

Present for the Audit Meeting:

Vicki McAlister

Don Pearson

Ted Benice

During our audit we reviewed the following:

1. The bank checking and money market accounts were successfully reconciled to the Quicken accounting system.
2. The remaining financial documents and records available to the committee were found to be well maintained and organized.
3. Expense receipts were randomly sampled from July 1, 2011 through June 30, 2012 to verify adequate supporting documentation. Cash from the various fund raising activities is deposited promptly and good procedures for safety and accuracy are in place.
4. The Budget is up-to-date and is accurately recorded in the Quicken accounting system.
5. Liability insurance coverage is up-to-date.
6. The Treasurer personally backs-up the accounting system files.
7. Required financial reports are prepared and submitted on time.
8. Recommendations presented by the 2011 Audit Committee were reviewed with the Treasurer:
 - a. Split the electricity charges: Charge HLC for the irrigation pump and Plant Sale for the green houses.
 - b. Receipts submitted for payment should contain only items that are to be repaid.
 - c. To reduce the number of copies of forms being used, consolidate Scholarship expense vouchers to a single form.
 - d. Order single copy checks.
 - e. At the end of each year archive the current year's financial records and create a new file for the coming year.

Accepted:

- a. Charges were split as recommended. In addition, propane costs were moved to Plant Sale.

Not accepted:

- b. The Treasurer is satisfied with the current level of compliance.
- c. It would delay prompt reimbursement to volunteers.
- d. The current checks with copies are preferred and require less time.
- e. The present method allows the Treasurer to work from home without having to make special trips into the office.

Recommendations by the 2012 Audit Committee:

1. Checks for membership dues should be deposited when they are received. Holding the checks for deposit in the next calendar year is contrary to the Cash Basis Accounting method.
2. The yearly audit should cover a full year. Since the By-Laws call for the final audit report to be submitted in August, the full year coverage can extend from July 1 of the previous year through June 30 of the current year, as is this report.
3. The audit should include the Treasurer's response to the previous audit recommendations. If the Treasurer wishes to include comments or recommendation, they should be part of the report.
4. The Audit Committee should assist as needed to implement accepted recommendations.

Respectfully submitted on behalf of the Audit Committee

Ted Benice - Chairman