

Douglas County Master Gardeners
Audit Report
For Period August 1, 2014 to August 1, 2015

The Audit was performed by Karolyn Riecks and Toni Rudolph on August 6, 2015 in the Master Gardener plant clinic office. Also present was our current treasurer, Vicki McAlister and our future treasurer, Patrice Sipos.

During our audit we:

1. Randomly checked receipts and payments to confirm adequacy of supporting information such as invoices and vouchers.
2. Checked entries in Quicken (the database used to track our financial situation) to ensure the totals matched our bank statements and that documentation was complete and clear.
3. Compared the balance sheet data, those reports provided to Exec Board and General Members, with the bank statements.
4. Confirmed that the budget was being used to monitor income and expenses.
5. Reviewed the financial statement to confirm that it is in balance.
6. Noted that documents provided to the State for tax purposes was done in a timely manner.

Having completed the above review, we were satisfied that the Chapter's books are being maintained in accordance with acceptable accounting standards and are accurate.

Last year's audit committee recommend Bank Statements be posted as a .pdf file for all members to view. Vicki McAlister did that and much more. She has made the Master Gardener financial information transparent.

We have been very fortunate to have a Treasurer with so much interest and ability to provide information in a form that is easy for member to access.

Respectfully submitted by:

Karolyn Riecks, Judy Huntley, Toni Rudolph
Audit Committee