

**DOUGLAS COUNTY MASTER GARDENER
ASSOCIATION**

To: Sandy Beck, President, DCMGA

From: Chuck Aiello, Bud Cruger

Date: August 5, 1999

Subject: Results of Preliminary Financial Audit - August 4, 1999.

Per your instruction, a preliminary financial audit was conducted for the year 1999 to date. DCMGA computer records and an oral discussion of Association financial policies and practices was held with Mr. Roger Sawyer, DCMGA Treasurer. The findings, recommendations, and comments are summarized below.

FINDINGS

- 1) The computer records and the monthly treasurer's reports accurately reflect the financial condition of the DCMGA.
- 2) Association finance policy is supported through the use of a computerized system to maintain data records and assist in report preparation.
- 3) The Extension Office is the address of record.
- 4) In addition to the computer system, a precise paper trail of documentation submitted to the treasurer is available and shows:
 - The name and address of the vendor to be paid.
 - The submitter other than the treasurer.
 - Authorization, i.e., approved annual budget, minutes of meeting and date.
 - Nature of expense and account or accounts to be charged.
- 5) The Treasurer issues a receipt for all cash receivables and maintains a transaction copy.
- 6) The Treasurer ensures maximum cash growth through the use of a Money Market Account, debited only as needed to cover authorized payments.

RECOMMENDATIONS

- 1) Reports of certain budget categories needs to be published monthly to maintain visibility and management of priority issues.
- 2) Those Association persons responsible for a budget category anticipating purchases at the end of the financial year (January - December) need to plan for their requirement. The practice of spending next year's budget should be stopped. If emergency funds are needed, the proper request should be made to the Executive Committee.
- 3) The Association and Treasurer should vigorously continue the present program to harmonize statewide local chapters and OMGA chart of accounts and the use of the computer system for report publication.
- 4) Continue the policy of maintaining a separate budget line for major projects such as the Discovery Garden.