

Douglas County Master Gardeners
Audit Report
For Period January 1, 2013 to June 30, 2013

The Audit was performed by Ruth Stafford and Karolyn Riecks on July 22, 2013 in the Master Gardener clinic office. Others present were current treasurer, Toni Rudolph and future treasurer, Vicki McAlister.

During our audit we:

1. Compared the balance sheet data with the bank statements.
2. Spot checked receipts and payments, confirming supporting invoices, receipts, etc.
3. Confirmed that the budget was being used to monitor income and expenses.
4. Reviewed the financial statement to confirm that it is in balance.
5. Verified that annual financial reports to the state were prepared and submitted.
6. Confirmed that records for the past 7 years are accessible either in the file cabinet or in use by the treasurer.

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.

Respectfully submitted by:

Ruth Stafford and Karolyn Riecks
Audit Committee