

**Douglas County Master Gardeners**  
**Audit Report**  
**For Period July 1, 2013 to July 23, 2014**

The Audit was performed by Mik Carlson, Judy Huntley and Toni Rudolph on July 23, 2014 in the Master Gardener clinic office. Also present was our current treasurer, Vicki McAlister.

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 insure 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.

**Recommendations for your consideration:**

1. File electronically a copy of all Bank Statements. These are currently available thru the bank and could easily be filed in a .pdf form for all to view. This would allow any member to verify what our bank balances are at any time.
2. When recording deposits of Contributions or Grants: include with the deposit, documentation of those items such as a copy of the check. This will make it clearer what was received, from whom and the total amount.
3. Given our account balances, it is the time to see if a CD would be of use to us. The interest rate would be better than what we are now getting. Some research would need to be done to see what funds may not be needed. Our thoughts are that \$10,000 maybe able to be placed in a long term CD.

Respectfully submitted by:

Mik Carlson, Judy Huntley, Toni Rudolph  
Audit Committee