

**Douglas County Master Gardeners
Audit Report
For Period August 1, 2015 to July 20, 2016**

The audit was performed on July 20, 2016. We met with our current treasurer, Patrice Sipos, in the DCMG Plant Clinic. The audit committee members were Vicki McAlister, Toni Rudolph, and Karen Glatz.

The following items were reviewed during the audit:

1. Confirmed our chapter 2015 Tax Return was filed with the OMGA treasurer on January 9, 2016.
2. Verified that chapter liability insurance is in force.
3. Checked that expected financial documentation on the Clinic office computer including financial statements, bank statements, reconciliation reports, tax return, and Quicken data file was up to date and complete.
4. Verified that the current budget was being used to monitor income and expenses.
5. Reviewed random financial transactions for the audited period to verify that transactions were properly documented and accurate.
6. Reviewed bank statements and reconciliation reports to ensure that our electronic records accurately reflect transactions in our bank accounts.
7. Verified that financial data is backed up in multiple locations.
8. Reviewed overall state of paper files and documentation.

After the above review, we were satisfied that the Chapter's books are being maintained in accordance with generally accepted accounting standards and are accurate.

Respectfully submitted by:
Vicki McAlister, Toni Rudolph, and Karen Glatz
Audit Committee for 2016