

**Douglas County Master Gardeners  
Audit Report**

**For Period July 5, 2018 to July 16, 2019**

The audit was performed on July 16, 2019. We met with our current treasurer, Toni Rudolph, in the DCMG Plant Clinic. The audit committee members were Patrice Sipos, Vicki McAlister and Karolyn Riecks.

The following items were reviewed during the audit:

1. Checked that financial documentation on the Plant Clinic computer regarding financial statements, bank statements, and reconciliation reports was up to date and complete.
2. Verified that the current budget was being used to monitor income and expenses.
3. Reviewed financial transactions to verify that they were properly documented and accurate.
4. Reviewed bank statements and reconciliation reports to make sure they accurately reflect transactions in our bank accounts.
5. Confirmed that our 2018 Tax Return was filed with the OMGA treasurer.
6. Verified that chapter liability insurance is being maintained for the members.
7. Reviewed the state of paper files and documentation and verified that financial data is backed up and in multiple locations.

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.

Toni is using the new accounting software with great accuracy. Her reports are clear and easy for all to understand.

Respectfully submitted by:  
Patrice Sipos, Vicki McAlister and Karolyn Riecks  
Audit Committee for 2019