

Lincoln County Master Gardeners Association
Year 2016 Audit Report

To: Donna Davis, LCMGA President and the LCMGA Board

The undersigned have audited the financial records of the Lincoln County Master Gardeners Association (LCMGA) for the period for January 1, 2016 through December 31, 2016. We met on February 9, 2017 with the past treasurer, Emily Blume, and the incoming treasurer, Sharon Busby, to review records and to express an opinion on these financial records based on our audit.

We conducted our audit in accordance with generally accepted auditing standards. These standards require that we plan and perform the audit to obtain reasonable assurance whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosure in the financial records. An audit also includes assessing the accounting principles used. We believe that this audit provides a reasonable basis for our opinion.

In our opinion, the financial records referred to above present fairly, in all respects, the financial position of the Lincoln County Master Gardeners Association for the given fiscal year, and are in conformity with generally accepted accounting principles. However, it should be noted that neither the outgoing nor the incoming treasurer were able to reconcile the year end assets, which remain with an overage of \$248.84 at the time of this audit.

Additionally, the audit committee met on January 26, 2017, before the audit, to prepare for the audit.

Items from the 2015 audit:

1. The audit committee noted that issues with inventory and insurance had been carried over for several years. The 2016 committee agrees with the 2015 audit committee that if the Board does indeed want to change their insurance situation, a committee to study this should be formed.

However, Donna Davis, LCMGA President, indicates that the Board believes that the current liability insurance coverage of one million dollars for the demonstration gardens is sufficient at this point. LCMGA will continue to self-insure items owned by LCMGA and located at these gardens. The contents of the LCMGA office are covered by OSU insurance, per Liz Olsen. Thus, there is not a need to form a committee to study this issue at this time.

2. The 2015 audit committee also discussed the difficulty of tracing financial motions made in board meetings, together with their subsequent enactments. While motions are not easily traceable, they can currently be followed to their appropriate conclusion

with some effort. It was suggested that the Financial Motions notebook be updated monthly, and that dates and actions be included until the motion is complete.

Per Emily Blume, the outgoing treasurer, this change in practice has been made. She further emphasizes the importance of keeping these records up to date in the future.

In conclusion, we would like to commend both Emily Blume and Sharon Busby for their excellent record keeping, and the ease with which they are making this transition.

Respectfully signed and submitted,
LCMGA Audit Committee

Lisa Sanders, Co-chair

Julia Cook, Co-chair