



Master Gardener Foundation of Kitsap County

*Promoting long term environmental health through sound and sustainable horticultural practices.
The purposes of this non-profit Foundation are solely educational and charitable to enhance and supplement
the effort of the WSU Master Gardener Program and thereby provide education and information to the
citizens of Kitsap County.*

Audit Committee Report

The undersigned have conducted a verification of the books of the Master Gardener Foundation of Kitsap County for the period ending _____ and concluded that:

1. _____ The Foundation's records have been reconciled with its bank records
2. _____ The Foundation's checking and Money Market accounts were reconciled monthly, and its other accounts were reconciled at the end of the calendar year
3. _____ Receipts and/or documentation support paid bills
4. _____ Receipts and/or documentation correspond to deposits
5. _____ A Treasurer's report was presented at Board meetings monthly
6. _____ Financial records were backed up on a regular basis and stored offsite with a duplicate copy given to the Foundation Secretary on a regular basis
7. _____ The Foundation's Federal 990 report was filed in a timely manner
8. _____ Other: _____

_____ Audit Committee Chair (Print Name)	_____ Signed	_____ Dated
_____ Committee Member (Print Name)	_____ Signed	_____ Dated
_____ Committee Member (Print Name)	_____ Signed	_____ Dated
_____ Treasurer (Print Name)	_____ Signed	_____ Dated