

February 23, 2021

Washington County Master Gardeners

Peer Review Report


January 1, 2020 to December 31, 2020

A review of financial records for 2020 including bank statement reconciliation for each month, bank register and receipts for expenses and deposit tickets determined that the records are in good order and are correct.

The discrepancy in the beginning balance of the check register and the year end 2019 balance was accounted for in the financial notes provided – 2 outstanding checks from 2019 added back in 2020.

No other issues were of note.

Recommendation is to keep doing the good work.

  
Janice Torbett

# PEER REVIEW OF GROUP FINANCIAL RECORDS: COVER SHEET

Master Gardener

County Washington Jan 1 2020 - Dec 31 2020

Checking Account Number: 80013325

Bank Bank of Fayetteville Address 1 South Block, Fayetteville, AR

IRS Tax ID# (form SS-4) 03-0411202

Persons Authorized to sign on checking account:

Name Chris Bell Address 3575 West Salem Road,  
Fayetteville, AR 72704

Name Kathryn Birkhead Address 802 Maple Drive,  
Springdale, AR 72764

Bank records are in the possession of:

Name Chris Bell Address 3575 West Salem Road,  
Fayetteville, AR 72704

NOTE: Attach copy of the year-end bank statement.

Note: Send copy to Staff Chair at  
County Extension Office with  
end of year financial reports.

# PEER REVIEW OF GROUP FINANCIAL RECORDS: REPORT

Master Gardener

Jan 1 2020 - Dec 31 2020

<input checked="" type="checkbox"/> Group budget and any addendums	<input checked="" type="checkbox"/> Canceled checks and deposit slips
<input checked="" type="checkbox"/> Treasurer's ledger reports	<input checked="" type="checkbox"/> Receipts for all income
<input checked="" type="checkbox"/> Bank Statements	<input checked="" type="checkbox"/> Bills for all expenses
<input checked="" type="checkbox"/> Year-end financial report	Inventory Records
Group Cash Handling Procedures	

**The Review Committee found the following conditions:**

Financial Records and documentation were complete and accurate.

**The Review Committee makes the following recommendations:**

Continue the excellent recordkeeping and reconciliation of financial records.

This certifies that the Review Committee has reviewed the record keeping and financial balances and finds them:

- in order;
- in order upon implementation of recommendation;
- Requiring further review and action.

  
Signatures of Review Committee

Janice Torbett  
Printed Name

Address 19603 Bowerman Road, Fayetteville, AR 72703

  
Signatures of Review Committee

Jennifer Siedschlag  
Printed Name

Address 928 S. SAUNDON AVE FAYETTEVILLE, AR 72701

Review

Date:

2/23/2021 *jt*

**ANNUAL FINANCIAL REPORT Page 1 of 3**  
**Statement of Income and Expenses**

Jan 1, 2020 - Dec 31, 2020

**County:** Washington

**Club/Group:** Master Gardener

**Income:** Summarize by source and amount:

see Attached

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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Total Income (A)** \$4,402.77

**Expenses:** Summarize by source and amount:

See Attached

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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Total Expenses (B)** \$1,779.51

**Net Increase or Net Loss (C) [(A) - (B) = (C)]** \$2,623.26

**NOTE:** Complete all EOY financial reports and send to the Staff Chair at the County Extension Office.

Washington County Master Gardeners

Income and Expense Report

January 1, 2020 thru December 31, 2020

	January	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD Total
<b>INCOME</b>													
New Member Dues													0
Renewed Member Dues	75.00	75.00	100.00								2280.00	1355.00	\$ 3,885.00
Donations and Gifts											85.00		\$ 85.00
Book Sales											60.00		\$ 60.00
Sales Shirts						560.00							\$ 560.00
Misc/calendar sales		19.00											\$ 19.00
Mock Park Donation			35.00										\$ 35.00
Voided Checks/prior year			25.00				45.00						\$ 70.00
Extension Office/Bench						200.00							\$ 200.00
<b>TOTAL INCOME</b>	75.00	94.00	160.00	0.00	0.00	760.00	0.00	45.00	0.00	0.00	2425.00	1355.00	\$ 4,914.00
Cost of Goods Sold						511.23							\$ 511.23
<b>GROSS PROFIT</b>	75.00	94.00	160.00	0.00	0.00	248.77	0.00	45.00	0.00	0.00	2425.00	1355.00	\$ 4,402.77
<b>EXPENSES</b>													
Fair			117.89										\$ 117.89
Awards		43.86										411.48	\$ 455.34
Bank Charges	5.00	0.00	10.00	5.00		10.00	5.00	5.00	5.00	0.00	10.00	5.00	\$ 60.00
Conerence and Training													\$ -
Technology													\$ -
Memorials													\$ -
MG Meeting Expense	60.89												\$ 60.89
Venue Rental													\$ -
Postage													\$ -
Signage													\$ -
Ex Committee Projects													\$ -
State MG Contribution		200.00											\$ 200.00
Extension Grounds Project		45.32				63.48				391.20			\$ 500.00
workbooks		101.67											\$ 101.67
Mock Park			28.48						32.24				\$ 60.72
Bench/Extension Office							200.00						\$ 200.00
Return check fee												3.00	\$ 3.00
Returned Check												20.00	\$ 20.00
<b>TOTAL EXPENSE</b>	65.89	390.85	156.37	5.00	0.00	73.48	5.00	205.00	37.24	391.20	10.00	439.48	\$ 1,779.51
<b>PROFIT/LOSS</b>	-	(296.85)	3.63	(5.00)	-	175.29	(5.00)	-	(37.24)	(391.20)	2,415.00	915.52	\$ 2,623.26

**Statement of Financial Position**

Year End as of: 2020

County: Washington County

Club/Group: Master Gardeners

**Assets:**

Cash and/or Checking Account 13298.68

Inventory/Equipment \_\_\_\_\_

**Total Assets (A)** \$13,298.68

**Liabilities:**

Accounts Payable \_\_\_\_\_

**Total Liabilities (B)** \$0.00

**Net Assets:**

Net Assets - Beginning\* 10675.42

Current Year's Net Increase or Net Loss 2623.26

**Net Assets - Ending (C)** \$13,298.68

(\*Net Assets-Beginning is the value of assets at the beginning of the 12-mo. reporting period. For new clubs, the value is .00. For existing clubs, the value is equal to the checking acct balance plus cash-on-hand on 1st day of reporting period plus any assets valued at \$500 or more acquired or purchased PRIOR TO the 1st day of the reporting period).

**Total Liabilities and Net Assets [(B) + (C) = (A)]** \$13,298.68

We hereby certify that the Annual Financial Report forms are complete and mathematically correct and include the Statement of Income and Expenses, the Statement of Financial Position, the Annual Group Property/Inventory Report, the Peer Review Cover Sheet, the Peer Review Report, and a copy of the last bank statement.

Shirley K. Bee 1-14-21  
4-H Leader Date

\_\_\_\_\_  
Staff Chair Date

\_\_\_\_\_  
or Master Gardener Treasurer  
Kathryn Biddlehead 1/14/21  
Master Gardener President Date

(if applicable)