

COUNTY FINANCIAL REPORTS

All county locations, as well as the three Regional offices, have funds in checking accounts and possibly savings accounts and certificates of deposit. This money has been given to the county locations for use by them. These funds are controlled by the County Financial Handbook and the policies should be strictly adhered to.

A reporting of the financial situation in each location is submitted to Administrative Services on a six month basis. The reporting periods are October 1 through March 31 and April 1 through September 30. County locations forward the summary information to their District Administrative Director who in turn compiles the report by Area Office and submits it to Administrative Services by April 10 and October 10. This information is then submitted to Auburn University Financial Reporting.

Periodic audits by the University Office of Internal Auditing are done at off-campus locations to verify that the financial policies are being followed. These are done at random and an audit at a specific location does not mean it is believed there is necessarily anything being done incorrectly. Audits also will occur soon after a change in the County Extension Coordinator position.

Financial records for Alabama Cooperative Extension System accounts are maintained on the Quicken computer program provided to each off-campus location. Training and support is given by the System Computer Technology staff group.