

Audit Instructions

Records Required

(Hard Copies or Online Access)

From Financial Institution

- 1) Monthly statements
Dec-previous tax year through Dec Current tax year
- 2) Trade Confirmation Records
Individual or Summary List
- 3) Dividend and Interest Transaction Records
-From Statements or Summary List
- 4) Checks written
Copies or Summary List

From Club

- 1) Receipts for expenses
- 2) Verification of Member Deposits by Members
From club member review of year end Member Contributions and Withdrawals report
- 3) Monthly Meeting Minutes
Authorization of Expenses, stock transactions, withdrawal discussions
- 4) Partnership Agreement
Terms for Paying Withdrawals
Allocation of Expenses
- 5) Club records
Valuation reports-12/31/2007, 12/31/2008
-Cash balances and Shares Owned
Transaction History Report-12/31/2008
-Transactions grouped into categories
Income Statement-2008
-Shows dividends by company, Interest and Expenses recorded
Withdrawal Reports 2008
-For all members who withdrew during year
Transaction Lists (from Accounting>Accounts>transactions)-1/1/2008-12/31/2008
Dates and amounts in chronological order
Member Contributions and Withdrawals Report-2008

Audit

Club Name _____ **Date** _____

Step 1-Check end of year cash balances and number of shares-Prior Tax Year

Valuation report dated 12/31/2007

Compare cash balance and number of shares of stock with 12/31/2007 brokerage statement

- Records Agree
- Discrepancy Noted

Description _____

Audited By _____

Step 2-Check end of year cash balances and number of shares Current Tax Year

Valuation report dated 12/31/2008

Compare cash balance and number of shares of stock with 12/31/2008 brokerage statement

- Records Agree
- Discrepancy Noted

Description _____

Audited By _____

Step 3-Verify Income Received

Income Statement dated 2008

Compare total Dividends (Qualified +MM) with 12/31/2008 Brokerage Statement-
Compare Total Interest with 12/31/2008 Brokerage Statement

Transaction History report dated 12/31/2008

Compare dividend transactions with Brokerage dividend transaction list
1/1/2008-12/31/2008

- Records Agree
- Discrepancy Noted

Description _____

Audited By _____

Step 4-Verify Expenses

Income Statement Report dated 2008

Compare to Summary List of Checks written from brokerage

Verify receipts for all expenses recorded

Transaction History Report 12/31/2008

Verify Expenses Allocated as club requires(in transaction notes)

- Records Agree
- Discrepancy Noted

Description_____

Audited By_____

Step 5-Verify Stock Transactions

Transaction History Report dated 12/31/2008.

Compare to trade confirmation summary from Brokerage account 1/1/2008-12/31/2008

Confirm transaction dates, security name, number of shares of stock, purchase/sale price, commission

Confirm reorganizations entered and correct. (contact bivio support if necessary)

- Records Agree
- Discrepancy Noted

Description_____

Audited By_____

Step 6-Verify Member Contributions

Member Contributions and Withdrawals report dated 2008.

Verify Club members have confirmed amounts contributed

Verify Payments entered using correct Valuation Date

Verify total on Report agrees with 12/31/2008 brokerage statement

(Funds Deposited –Funds Dispersed +Expenses Paid from Brokerage account)

- Records Agree
- Discrepancy Noted

Description_____

Audited By_____

Step 7-Verify Withdrawals Paid Correctly

Withdrawal reports for year being audited

Verify valuation date used to calculate withdrawal payment agrees with Partnership Agreement

Verify transaction date is date check was given to withdrawing partner

Verify records properly reconciled before processing withdrawal report (No post withdrawal adjustments)

- Records Agree
- Discrepancy Noted*

Description: _____

Audited By _____

*(note that if a withdrawal has been paid, it may be impossible to correct discrepancies. This will be up to your club to determine. However, you should still note discrepancies as recommendations for future improvement)

Action Taken to Correct Discrepancies

Treasurer Signature and

Date: _____

Audit Committee Signatures and

Date: _____

Submitted to the club on, Date _____



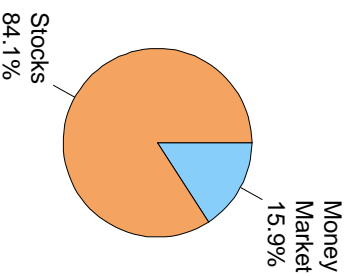
800-669-3900
 TD AMERITRADE
 DIVISION OF TD AMERITRADE INC
 PO BOX 2209
 OMAHA, NE 68103-2209

Statement Reporting Period:
 12/01/07 - 12/31/07

Announcements:
 WE WORK CONSTANTLY TO ENSURE THE SECURITY OF YOUR ACCOUNT. TO LEARN MORE - AND FOR STEPS YOU CAN TAKE TO HELP PROTECT YOURSELF ONLINE - VISIT OUR SECURITY CENTER AT WWW.TDAMERITRADE.COM/SECURITY/

Portfolio Summary

Investment	Current Value	Prior Value	Period Change	% Change	Estimated Income	Estimated Yield	Portfolio Allocation	Portfolio Allocation
Bonds	\$ -	\$ -	\$ -	-	\$ -	-	-	-
Cash	-	-	-	-	-	-	-	-
MMDA	-	-	-	-	-	-	-	-
Money Market	6,160.42	5,776.08	384.34	6.7%	-	-	15.9%	Money Market 15.9%
Short Balance	-	-	-	-	-	-	-	-
Stocks	32,522.75	33,751.65	(1,228.90)	(3.6)%	469.00	1.4%	84.1%	Stocks 84.1%
Short Stocks	-	-	-	-	-	-	-	-
Options	-	-	-	-	-	-	-	-
Short Options	-	-	-	-	-	-	-	-
Mutual Funds	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-
Total	\$38,683.17	\$39,527.73	(\$84.56)	(2.1)%	\$469.00	1.2%	100%	



Cash Activity Summary

	Current	YTD
Opening balance	\$ 0.00	\$ -
Securities Purchased	-	(21,594.26)
Securities Sold	-	20,289.58
Funds Deposited	300.15	6,884.30
Funds Disbursed	-	-
Income	64.55	330.73
Expense	-	-
Other	(364.70)	(5,910.35)
Closing balance	\$ 0.00	\$0.00

Income & Expense Summary

	Income	Expenses	Net
Opening balance	\$ 0.00	\$ -	\$ 0.00
Securities Purchased	Dividends	\$64.55	\$ -
Securities Sold	Interest	-	-
Funds Deposited	Other	-	-
Funds Disbursed	Expense	-	-
Income	Interest	-	-
Expense	Fees	-	-
Other	Other	-	-
Closing balance	Net	\$64.55	\$0.00

Performance Summary

	YTD	YTD
Cost Basis As Of - 12/31/07	\$13,577.57	
Unrealized Gains	1,139.27	
Unrealized Losses	(1,498.79)	
Funds Deposited/(Disbursed)	6,884.30	
Income/(Expense)	330.73	
Securities Received/(Delivered)	0.00	

12/01/07 - 12/31/07

Income Summary Detail

Description	Current	Year to Date
Interest Income Credit Balance	\$ 0.00	\$ 0.07
Qualified Dividends	64.55	330.66
MMDA Interest	0.00	0.52
Money Mkt Fund Div	19.64	47.23
The Reserve Dividends	0.00	202.32

Account Positions

Investment Description	Symbol/ CUSIP	Quantity	Current Price	Market Value	Purchase Date	Cost Basis	Average Cost	Unrealized Gain(Loss)	Annual Income	Yield
Stocks - Cash										
BANK OF AMERICA CORP COM	BAC	70	\$ 41.26	\$ 2,888.20	08/01/07	\$ 3,332.00	\$ 47.60	\$ (443.80)	\$ 179.20	6.2%
COGNIZANT TECH SOLUTIONS CRP COM	CTSH	100	33.94	3,394.00	11/16/07	3,163.98	31.64	230.02		
DANAHER CORP DEL COM	DHR	70	87.74	6,141.80		-	NP		8.40	0.1%
FACTSET RESEARCH SYSTEMS INC. COM	FDS	20	55.70	1,114.00		-	NP		9.60	0.9%
HENRY JACK & ASSOC INC COM	JKHY	150	24.34	3,651.00		-	NP		39.00	1.1%
LOWES COS INC COM	LOW	140	22.62	3,166.80		-	NP		44.80	1.4%
NEOGEN CORP COM	NEOG	75	26.55	1,991.25	01/23/07	1,082.00	14.43	909.25		
PAYCHEX INC COM	PAYX	80	36.22	2,897.60	11/20/07	3,159.59	39.49	(261.99)	96.00	3.3%
STARBUCKS CORP COM	SBUX	100	20.47	2,047.00	04/11/07	2,840.00	28.40	(793.00)		
SYSCO CORP COM	SYX	70	31.21	2,184.70		-	NP		61.60	2.8%
WALGREEN CO COM	WAG	80	38.08	3,046.40		-	NP		30.40	1.0%
Total stocks				\$32,522.75		\$13,577.57		\$(359.52)	\$469.00	1.4%
Total Cash account				\$32,522.75		\$13,577.57		\$(359.52)	\$469.00	1.4%



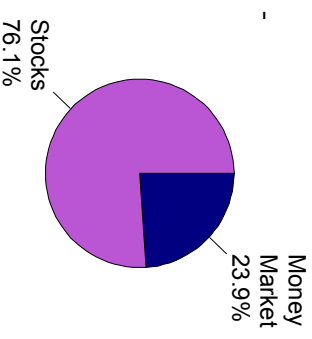
Statement Reporting Period:
12/01/08 - 12/31/08

800-669-3900
TD AMERITRADE
DIVISION OF TD AMERITRADE INC
PO BOX 2209
OMAHA, NE 68103-2209

Announcements:
ROLL OVER YOUR OLD 401(K) TO A
TD AMERITRADE EASY IRA.
NO FEES. NO HASSLES. PLUS A
FREE RETIREMENT CHECKUP.
VISIT A BRANCH NEAR YOU OR FIND
OUT MORE AT TDAMERITRADE.COM

Portfolio Summary

Investment	Current Value	Prior Value	Period Change	% Change	Estimated Income	Estimated Yield	Portfolio Allocation
Cash	\$ -	\$ -	\$ -	-	\$ -	-	
MMDA	-	-	-	-	-	-	
Money Market	598.47	9,255.82	(8657.35)	(94)%	-	-	Money Market 23.9%
Short Balance	-	-	-	-	-	-	
Stocks	24,176.45	21,826.20	2,350.25	10.8%	408.80	1.7%	Stocks 76.1%
Short Stocks	-	-	-	-	-	-	
Fixed Income	-	-	-	-	-	-	
Options	-	-	-	-	-	-	
Short Options	-	-	-	-	-	-	
Mutual Funds	-	-	-	-	-	-	
Other	-	-	-	-	-	-	
Total	\$24774.92	\$31,082.02	(\$6307.10)	(20.3)%	408.80	1.3%	



Cash Activity Summary

	Current	YTD	Reportable	Non Reportable	YTD
Opening Balance	\$ 0.00	\$ -			
Securities Purchased	(2,052.99)	(19,431.77)	Dividends \$52.72		\$571.93
Securities Sold	-	15,792.00	Interest		-
Funds Deposited	350.22	4,437.31	Other		-
Funds Disbursed	-	(7012.06)	Expense		-
Income	52.72	571.93	Interest		-
Expense	-	-	Fees		-
Other	1,650.05	(1,369.54)	Other		-
Closing Balance	\$ 0.00	\$0.00	Net	\$52.72	\$0.00

Income & Expense Summary

	Reportable	Non Reportable	YTD
Cost Basis As Of - 12/31/08			\$18,576.17
Unrealized Gains			445.01
Unrealized Losses			(4,882.58)
Funds Deposited/(Disbursed)			(2574.75)
Income/(Expense)			571.93
Securities Received/(Delivered)			0.00

Performance Summary

Statement for Account
12/01/08 - 12/31/08

Income Summary Detail*

Description	Current		Year to Date
	Current	Year to Date	
Qualified Dividends	52.72	571.93	
Money Market Fund Dividends	4.88	80.76	

*This section displays current and year to date taxation values for this account. The current totals may not equate to the total payments listed on this statement as corrections to tax reporting may also be included. These corrections can include changes made to previous payments and removal of payments reportable in a previous tax year (spillover dividends). The year to date totals will accurately reflect your cumulative amount for the year.

Account Positions

Investment Description	Symbol/ CUSIP	Quantity	Current Price	Market Value	Purchase Date	Cost Basis	Average Cost	Unrealized Gain(Loss)	Estimated Income	Yield
Stocks - Cash										
COGNIZANT TECH SOLUTIONS CRP COM	CTSH	100	\$ 18.06	\$ 1,806.00	11/16/07	\$ 3,163.98	\$ 31.64	\$ (1,357.98)		
DANAHER CORP DEL COM	DHR	35	56.61	1,981.35		-	-		4.20	0.2%
FACTSET RESEARCH SYSTEMS INC. COM	FDS	80	44.24	3,539.20		-	-		57.60	1.6%
FASTENAL CO COM	FAST	100	34.85	3,485.00	01/23/08	3,684.99	36.85	(199.99)	54.00	1.5%
HENRY JACK & ASSOC INC COM	JKHY	150	19.41	2,911.50		-	-		45.00	1.5%
NEOGEN CORP COM	NEOG	100	24.98	2,498.00	12/10/08	2,052.99	20.53	445.01		
PAYCHEX INC COM	PAYX	120	26.28	3,153.60	11/20/07	4,582.78	38.19	(1,429.18)	148.80	4.7%
STRYKER CORP COM	SYK	80	39.95	3,196.00	04/24/08	5,091.43	63.64	(1,895.43)	32.00	1.0%
SYSCO CORP COM	SYY	70	22.94	1,605.80		-	-		67.20	4.2%
Total Stocks				\$24,176.45		\$18,576.17		\$(4,437.57)	\$408.80	1.7%
Total Cash Account				\$24,176.45		\$18,576.17		\$(4,437.57)	\$408.80	1.7%

History & Statements

[Transactions](#)
[Statements](#)
[Confirmations](#)
[Tax Center](#)

Type:

Symbol(s): [Symbol lookup](#)

(separate symbols with commas)

View last: [1 day](#) [7 days](#) [14 days](#) [60 days](#)

View date/range

from:

to: or

Account Balances

1/1/2008 Cash balance	\$0.00
12/31/2008 Cash balance	\$0.00
Net change	\$0.00
1/1/2008 Money market balance	\$6,161.08
12/31/2008 Money market balance	\$7,610.73
Net change	\$1,449.65

Request Account Documents

- [Duplicate statement](#)
- [Duplicate trade confirmation\(s\)](#)
- [Duplicate tax document](#)

Search results for 1/1/2008 to 12/31/2008

Date/Time	Description	Amount	Net Cash Balance	
01/25/2008 05:14:34	QUALIFIED DIVIDEND (DHR)	2.10	---	
01/25/2008 05:15:54	QUALIFIED DIVIDEND (SYX)	15.40	---	
02/01/2008 04:46:07	QUALIFIED DIVIDEND (LOW)	11.20	---	
02/15/2008 02:24:14	QUALIFIED DIVIDEND (PAYX)	36.00	---	
02/29/2008 02:23:06	QUALIFIED DIVIDEND (FAST)	25.00	---	
03/06/2008 02:21:52	QUALIFIED DIVIDEND (JKHY)	11.25	---	
03/12/2008 02:25:23	QUALIFIED DIVIDEND (WAG)	7.60	---	
03/18/2008 03:22:49	QUALIFIED DIVIDEND (FDS)	9.60	---	
03/28/2008 02:31:45	QUALIFIED DIVIDEND (BAC)	44.80	---	
04/25/2008 05:55:09	QUALIFIED DIVIDEND (DHR)	1.05	---	
04/25/2008 05:56:30	QUALIFIED DIVIDEND (SYX)	15.40	---	
04/25/2008 06:13:35	QUALIFIED DIVIDEND (GE)	23.56	---	
05/15/2008 02:16:22	QUALIFIED DIVIDEND (PAYX)	36.00	---	
05/29/2008 02:17:27	QUALIFIED DIVIDEND (JKHY)	11.25	---	
06/12/2008 02:20:51	QUALIFIED DIVIDEND (WAG)	7.60	---	
06/17/2008 02:17:57	QUALIFIED DIVIDEND (FDS)	14.40	---	
07/25/2008 02:18:54	QUALIFIED DIVIDEND (DHR)	1.05	---	
07/25/2008 02:19:35	QUALIFIED DIVIDEND (SYX)	15.40	---	
07/25/2008 02:42:16	QUALIFIED DIVIDEND (GE)	39.06	---	
08/15/2008 02:19:06	QUALIFIED DIVIDEND (PAYX)	37.20	---	
08/29/2008 02:16:16	QUALIFIED DIVIDEND (FAST)	27.00	---	
09/12/2008 02:21:15	QUALIFIED DIVIDEND (WAG)	9.00	---	
09/16/2008 02:16:58	QUALIFIED DIVIDEND (FDS)	14.40	---	
09/19/2008 02:51:03	QUALIFIED DIVIDEND (JKHY)	11.25	---	
10/24/2008 02:18:40	QUALIFIED DIVIDEND (SYX)	15.40	---	
10/27/2008 00:00:01	QUALIFIED DIVIDEND (GE)	39.06	---	
10/31/2008 02:23:26	QUALIFIED DIVIDEND (DHR)	1.05	---	
11/17/2008 00:00:01	QUALIFIED DIVIDEND (PAYX)	37.20	---	
12/11/2008 02:20:51	QUALIFIED DIVIDEND (JKHY)	11.25	---	
12/15/2008 00:00:01	QUALIFIED DIVIDEND (FAST)	27.00	---	
12/16/2008 02:20:22	QUALIFIED DIVIDEND (FDS)	14.40	---	



Account History Search results for 1/1/2008 to 12/31/2008

Mon Nov 16 2009 11:24:51 PM EST

Date	Transaction	Activity	Symbol	Qty	Price	Principal	Commission	Net amount
01/02/2008	03520762544	Bought	PAYX	40	35.3299	1,413.20	9.99	1,423.19
01/23/2008	03592389348	Bought	FAST	100	36.75	3,675.00	9.99	3,684.99
01/23/2008	03592393134	Sold	LOW	140	24.17	3,383.80	9.99	3,373.75
01/23/2008	03592406145	Bought	GE	76	33.75	2,565.00	9.99	2,574.99
01/23/2008	03592410787	Bought	FDS	60	51.07	3,064.20	9.99	3,074.19
01/23/2008	03592416559	Sold	DHR	35	74.51	2,607.85	9.99	2,597.82
02/25/2008	03677067958	Sold	NEOG	75	28.085	2,106.38	9.99	2,096.36
04/24/2008	03837980333	Sold	BAC	70	37.01	2,590.70	9.99	2,580.69
04/24/2008	03838256952	Bought	SYK	50	64.0194	3,200.97	9.99	3,210.96
05/28/2008	03917440889	Bought	GE	50	30.40	1,520.00	9.99	1,529.99
07/03/2008	04028480809	Bought	SYK	30	62.3494	1,870.48	9.99	1,880.47
10/21/2008	04319508463	Sold	SBUX	100	10.8612	1,086.12	9.99	1,076.12
10/21/2008	04319511659	Sold	WAG	80	24.6606	1,972.85	9.99	1,962.84
11/12/2008	04386104358	Sold	GE	126	16.7812	2,114.43	9.99	2,104.42
12/10/2008	04466225913	Bought	NEOG	100	20.43	2,043.00	9.99	2,052.99