

Club Name Southwest Mich NAFC Date 2/16/2019

Step 1-Check end of year cash balances and number of shares-prior tax year

bivio Valuation report dated 12/31/2017

Brokerage statement 12/31/2017

Compare cash balance and number of shares of stock

- Records Agree
 Discrepancy Noted (Stop Audit and resolve issues)

Description _____

Audited By Brittany Johnson

Step 2-Check end of year cash balances and number of shares current tax year

bivio Valuation report dated 12/31/2018

Brokerage statement 12/31/2018

Compare cash balance and number of shares of stock

- Records Agree
 Discrepancy Noted

Description _____

Audited By Brittany Johnson

Step 3-Verify Income Received

bivio Income Statement dated 2018

Brokerage Statement 12/31/2018

Compare total Dividends (Qualified +MM)

Compare Total Interest

bivio Transaction History report dated 12/31/2018

Brokerage dividend transaction list 1/1/2018-12/31/2018

Compare dividend transactions-date, amount and company

- Records Agree Verified Jan - June 2018

- Discrepancy Noted Bill Gordon VERIFIED JULY - DEC 18

Description _____

Step 4-Verify Expenses

- bivio Income Statement Report dated 2018
- Brokerage Summary List of Checks written or copies of checks
 - Verify expenses actually paid
 - Verify receipts for all expenses recorded
 - Verify all Expenses authorized by club
 - Verify expenses correctly recorded as deductible or non deductible.
- bivio file storage (receipts, meeting minutes)
- bivio Transaction History Report 12/31/2018
- Club Partnership agreement
 - Verify expenses allocated as club requires

Records Agree

Discrepancy Noted

Description There are not any printed receipts saved to verify amounts of Bivio fee, manifest investment subscription fee, and stamps fee.

Audited By Brittany Johnson

Step 5-Verify Stock Transactions

- bivio Transaction Ledger Report dated 12/31/2018.
- Brokerage trade confirmation summary report 1/1/2018-12/31/2018
 - Confirm transaction dates, security name, number of shares of stock, purchase/sale price, total cost or proceeds
- bivio Gain/Loss Report 12/31/2018
- Brokerage Realized Gain/Loss Report 12/31/2018
 - Compare Acquisition dates, sale date, sales price, cost basis and gain/loss amount
 - Note any wash sales shown on brokerage report
- bivio Investment transactions list for particular stock
 - For any sales where specific tax lots were sold (other than FIFO) confirm that the correct lots are included in the bivio records
- bivio transaction history report 12/31/2018
- Brokerage statements for month reorganization occurred
 - Confirm reorganizations entered and correct. (contact bivio support if necessary)

Records Agree Verified Jan - June 2018

Discrepancy Noted

Description

Bill Gerson VERIFIED JULY - DEC 18

Audited By Brittany Johnson

Step 6-Verify Member Contributions

bivio Member Contributions and Withdrawals report dated 2018

Club partnership agreement

Brokerage Deposit transaction summary list 1/1/2018-12/31/2018 or monthly statements

Verify Club members have confirmed amounts contributed-

Have members sign off on report

Verify Payments entered using correct Valuation Date

Verify Deposits made in brokerage account

bivio Transactions History report dated 12/31/2018

Verify entries have been recorded as payments, not fees or miscellaneous income.

Records Agree

Discrepancy Noted

Description _____

Audited By Brittany Johnson

Step 7-Verify Withdrawals Paid Correctly

bivio Withdrawal reports for year being audited

Club partnership agreement

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: There's no way to verify transaction date is date check given to withdrawing partner as past Treasurer has left investment club. Also, there is no note acknowledging this date.

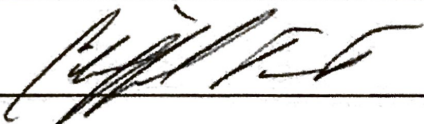
Audited By Brittany Johnson

*(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)


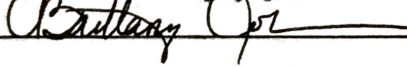
Action Taken to Correct Discrepancies

- WE NEED TO DISCUSS EXPENSE
PROCEDURE W/ RECEIPTS

Treasurer Signature and

Date: 3/14/19 

Audit Committee Signatures and

Date: 3-14-19 
3-14-19 

Submitted to the club on, Date _____