

Club _____

Club Audit Form and Instructions

Tax Year _____



Audit Instructions

To perform your audit, first prepare by accumulating the records required from your financial institutions and from your club bivio records.

Assemble the records needed to complete each of the 7 audit steps and assign each step to an independent committee to perform.

Perform the records comparison and note any discrepancies found. There are 7 steps to the audit process:

- 1) Verify cash balances and number of shares of stock –start of tax year
- 2) Verify cash balances and number of shares of stock-end of tax year
- 3) Verify income received
- 4) Verify expenses recorded
- 5) Verify stock transactions
- 6) Verify accuracy of member contributions
- 7) Verify accuracy of withdrawals

Discuss discrepancies with the club and the club treasurer, determine what is required to correct them and make the corrections agreed to.

Have everyone sign the forms in the correct places and file the completed forms with your club records.

Put your feet up and relax or have a party to celebrate!

Have fun in the upcoming year investing with your friends!

Records Required

(Hard Copies or Online Access)

From Financial Institution

- Monthly statements
Dec-Previous tax year through Dec-Current tax year
- Trade Confirmation Records
Individual or Summary List
- Dividend and Interest Transaction Records
From Statements or Summary List
- Checks written
Copies or Summary List
- Deposits and Withdrawals
From Statements or Summary List
- Realized Gain/Loss Report

From Club

- Receipts for expenses
- Verification of member deposits by members
From club member review of year end Member Contributions and Withdrawals report
- Monthly meeting minutes
Authorization of Expenses, stock transactions, withdrawal discussions
- Partnership Agreement
Terms for Paying Withdrawals
Allocation of Expenses
- Club records
Valuation reports-12/31/2012, 12/31/2013
-Cash balances and Shares Owned
Transaction History Report-12/31/2013
-Transactions grouped into categories
Income Statement-2013
-Shows dividends by company, Interest and Expenses recorded
Withdrawal Reports 2013
-For all members who withdrew during year
Transaction Lists (from Accounting>Accounts>transactions)-1/1/2013-12/31/2013
Dates and amounts in chronological order
Member Contributions and Withdrawals Report-2013
Transaction Ledger Report 1/1/2013-12/31/2012
Capital Gain/Loss Report 12/31/2013

Club Name _____ **Date** _____

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

bivio Valuation report dated 12/31/2012

Brokerage statement 12/31/2012

Compare cash balance and number of shares of stock

- Records Agree
- Discrepancy Noted

Description _____

- Audited By _____

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

bivio Valuation report dated 12/31/2013

Brokerage statement 12/31/2013

Compare cash balance and number of shares of stock

- Records Agree
- Discrepancy Noted

Description _____

- Audited By _____

Step 3-Verify Income Received

bivio Income Statement dated 2013

Brokerage Statement 12/31/2013

Compare total Dividends (Qualified +MM)

Compare Total Interest

bivio Transaction History report dated 12/31/2013

Brokerage dividend transaction list 1/1/2013-12/31/2013

Compare dividend transactions-date, amount and company

- Records Agree
- Discrepancy Noted

Description _____

- Audited By _____

Step 4-Verify Expenses

bivio Income Statement Report dated 2013

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 Transaction History Report 12/31/2013

Club Partnership agreement

Verify Expenses Allocated as club requires(in transaction notes)

Records Agree

Discrepancy Noted

Description_____

Audited By_____

Step 5-Verify Stock Transactions

bivio Transaction Ledger Report dated 12/31/2013.

Brokerage trade confirmation summary report 1/1/2013-12/31/2013

Confirm transaction dates, security name, number of shares of stock, purchase/sale price, total cost or proceeds

bivio Gain/Loss Report 12/31/2013

Brokerage Realized Gain/Loss Report 12/31/2013

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 12/31/2013

Brokerage statements for month reorganization occurred

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

Records Agree

Discrepancy Noted

Description_____

Audited By_____

Step 6-Verify Member Contributions

bivio Member Contributions and Withdrawals report dated 2013

Club partnership agreement

Brokerage Deposit transaction summary list 1/1/2013-12/31/2013 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 12/31/2013

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

- Records Agree
- Discrepancy Noted

Description _____

Audited By _____

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: _____

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)

