

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 and Unrealized Gain/Loss Reports

### 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 bivio records  
Valuation reports-12/31/2018, 12/31/2019  
-Cash balances and Shares Owned  
Transaction History Report-12/31/2019  
-Transactions grouped into categories  
Income Statement-2019  
-Shows dividends by company, Interest and Expenses recorded  
Withdrawal Reports 2019  
-For all members who withdrew during year  
Transaction Lists (from Accounting>Accounts>transactions)-1/1/2019-12/31/2019  
Dates and amounts in chronological order  
Member Contributions and Withdrawals Report-2019  
Transaction Ledger Report 1/1/2019-12/31/2019  
Capital Gain/Loss Report 12/31/2019  
Investment Lot Cost Basis Reports – dated right after the dates of any reorganizations

**Club Name** \_\_\_\_\_ **Date** \_\_\_\_\_

***Step 1-Check end of year cash balances and number of shares-prior 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 (Stop Audit and resolve issues)

Description \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Audited By \_\_\_\_\_

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

bivio Valuation report dated 12/31/2019

Brokerage statement 12/31/2019

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 2019

Brokerage Statement 12/31/2019

Compare total Dividends (Qualified + Money Market)

Compare Total Interest

bivio Transaction History report dated 12/31/2019

Brokerage dividend transaction list 1/1/2019-12/31/2019

Compare dividend transactions-date, amount and company

- Records Agree
- Discrepancy Noted

Description \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Audited By \_\_\_\_\_

## *Step 4-Verify Expenses*

bivio Income Statement Report dated 2019

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 in club meeting minutes

Verify expenses correctly recorded as deductible or non deductible.

bivio file storage (receipts, meeting minutes)

bivio Transaction History Report 12/31/2019

Club Partnership agreement

Verify expenses allocated as club requires

Records Agree

Discrepancy Noted

Description \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Audited By \_\_\_\_\_

*Step 5-Verify Stock Transactions*

bivio Transaction Ledger Report dated 12/31/2019.

Brokerage trade confirmation summary report 1/1/2019-12/31/2019

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

bivio Capital Gain/Loss Report 12/31/2019

Brokerage Realized Gain/Loss Report 12/31/2019

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 12/31/2019

Brokerage statements for month reorganization occurred

bivio Investment lot cost basis report – dated right after date of reorganization

Brokerage Unrealized gain/loss report

Confirm reorganizations entered correctly. (contact bivio support if necessary)

Confirm cost basis of all shares involved agrees with what broker shows after reorganization.

Records Agree

Discrepancy Noted

Description\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Audited By\_\_\_\_\_

***Step 6-Verify Member Contributions***

bivio Member Contributions and Withdrawals report dated 2019

Club partnership agreement

Brokerage Deposit transaction summary list 1/1/2019-12/31/2019 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 12/31/2019

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)

