

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

**If your club changed brokers in this tax year, you will need documents from each broker.**

## From Financial Institutions - *Paper copies or online access*

- Monthly statements  
December of Previous tax year through December of 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 - *Paper copies or online access*

- 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 - 12/31/2023, 12/31/2024  
-Cash balances and Shares Owned  
Transaction History Report - 12/31/2024  
-Transactions grouped into categories  
Income Statement - 2024  
-Shows dividends by company, Interest and Expenses recorded  
Withdrawal Reports - 2024  
-For all members who withdrew during year  
Transaction Lists (from Accounting>Accounts>transactions) - 1/1/2024-12/31/2024  
-Dates and amounts in chronological order  
Member Contributions and Withdrawals Report - 2024  
Transaction Ledger Report - 1/1/2024-12/31/2024  
Capital Gains/Losses Report - 12/31/2024  
Investment Lot Cost Basis Reports – dated right after the dates of any reorganizations

# Audit Steps

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

bivio Valuation report dated 12/31/2023

Brokerage statement 12/31/2023

Compare cash balance and number of shares of stock

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

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

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

bivio Valuation report dated 12/31/2024

Brokerage statement 12/31/2024

Compare cash balance and number of shares of stock

- Records Agree
- Discrepancy Noted

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

## Step 3 - Verify Income Received

bivio Income Statement dated 2024

Brokerage Statement 12/31/2024

Compare total Dividends (Qualified + Money Market)

Compare Total Interest

bivio Transaction History report dated 12/31/2024

Brokerage dividend transaction list 1/1/2024-12/31/2024

Compare dividend transactions-date, amount and company

- Records Agree
- Discrepancy Noted

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

## Step 4 - Verify Expenses

bivio Income Statement Report dated 2024

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 12/31/2024

Club Partnership agreement

Verify expenses allocated as club requires

- Records Agree
- Discrepancy Noted

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

# Step 5 - Verify Stock Transactions

## 5a. Verify Purchases and Sales

bivio Transaction Ledger Report dated 12/31/2024.

Brokerage trade confirmation summary report 1/1/2024-12/31/2024

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

## 5b. Verify Capital Gains and Losses

bivio Capital Gain/Loss Report 12/31/2024

Brokerage Realized Gain/Loss Report 12/31/2024

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

## 5c. Verify Reorganizations

bivio Transaction History Report 12/31/2024

Brokerage statements for months any reorganization occurred

bivio Investment Lot Cost Basis Report – dated right after date of each reorganization entry

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 (Stop Audit and resolve issues)

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

## Step 6 - Verify Member Contributions

bivio Member Contributions and Withdrawals report dated 2024

Club partnership agreement

Brokerage Deposit transaction summary list 1/1/2024-12/31/2024 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 12/31/2024

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

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

Description \_\_\_\_\_

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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)

bivio Investment lot cost basis report (s) – dated right after date of each stock withdrawal entry

Brokerage “Unrealized” and/or “Realized” gain/loss reports showing specific lot cost basis details

Confirm the number of shares, purchase dates and total cost basis of any lots remaining after stock withdrawal agree with similar details on the brokers “Unrealized” and “Realized” gain/loss reports if the club still owned any of the shares transferred after the withdrawal

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

Description \_\_\_\_\_

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

\*(Stock transfer recording errors need to be fixed, but if a withdrawal entry shows other discrepancies in how it should have been recorded, it may be impossible to correct them after the fact, especially if you have given the member more in their payout than they should have gotten. Do not ask for any refunds without discussing the issue with bivio support. However, you should still note discrepancies as recommendations for future improvement)

