



Audit Committee Worksheet Instructions

These procedures were developed for the audit committee to use with the Audit Committee Worksheet.

1. Gather Needed Documents

At a minimum the audit committee should have the following to complete a successful audit. If these documents are not available the committee will need to complete the audit using the best information available and the officer(s) will need to dispute or give reasons for any discrepancies the committee may find.

2. Calculate the amount of weekly league fees collected to date

- Enter the total weekly fee paid by each bowler. For example \$20.00
- Enter the total number of bowlers who should have paid for to date. One simple way to determine this number is to add the number of bowlers in the league each week.

Example:	Week 1	20 Bowlers
	Week 2	20 Bowlers
	Week 3	19 Bowlers
	Week 4	19 Bowlers
	<u>Week 5</u>	<u>18 Bowlers</u>
	Total	96 Bowlers

Example: If the league has bowled 20 weeks to date and has had a constant 15 bowlers, the total number of bowlers should be $20 * 15 = 300$

Example: If the league started with 20 bowlers for 5 weeks, then lost a team and dropped to 16 bowler for the next 15 weeks the total number of bowler would be $(20 * 5) + (16 * 15) = 340$

- Multiply the number of bowlers who should have paid to date by the weekly fees. For example: 340 bowlers * \$20.00 weekly fee = \$6,800 total weekly league fees paid to date. The form will complete this for you.

3. Calculate the total income to date

- Enter the beginning account balance from statements.
- Enter the total league fees calculated in Step 2 above. The form will do this for you.
- Enter any sponsor and/or franchise monies collected.
- Enter any pre-paid league fees. This amount should be determined from the team pay envelopes. A common league rule is to require the last two weeks to be paid in advance. These pre-paid fees should be entered here.
- Enter any fundraising monies. These are most commonly 50/50 raffle monies. The league treasurer should have a weekly accounting of these monies. If not a best estimate can be used. For example, approximately \$100 per week was collected * 15 weeks bowled to date = \$1,500. A poll of the bowlers can be done to determine what the approximate weekly collection should be.
- Enter any miscellaneous fees. These can include fines, banquet fees, and salaries if not part of the weekly fees. If preferred these amounts can be split using the extra blanks in this step.
- Enter the membership fees collected to date.

Additional blanks have been provided in line items h. through k. for other forms of income, which the league would like to note separately from miscellaneous fees.

- Add all of the amounts in this step to determine the grand total income for the league to date. The form will complete this step for you.





4. Calculate the total expenses to date.

- a. Enter the total lineage paid to date. This amount should be calculated by adding the amounts from all the weekly lineage receipts to date. If the lineage receipts are unavailable an approximate amount can be calculated by multiplying, the per bowler, per week, lineage rate by the number of bowlers to date calculated in Step 2. For example, 340 bowlers to date * \$15.00 lineage per bowler per week = \$5,100. Please keep in mind the center may charge the league for vacant positions which will increase the number of bowlers for whom the league is paying for.
- b. Enter the amount of memberships paid. This amount should be determined by adding the amounts from receipts the local association receipts.
- c. Enter the total amount of arrearages. This amount should be determined by going through the team pay envelopes to determine who is current. You can use Step 7 to track any individuals who are in arrears. As a worst case scenario if the envelopes are not available all of the league bowlers can be polled to determine the arrearages or all of the bowlers can be assumed current.

Use the additional blanks in line items d. through i. to enter any other expenditures for which the treasurer has receipts. Some examples could include, banquette deposits, raffle licenses and tickets, etc.

- j. Add together all of the amounts in Step 4 to determine the total amount of expenditures to date. The form will calculate this amount for you.

5. Expected and Actual Balances

- a. Enter the total income calculated in Step 3. The form will do this for you.
- b. Enter the total expenses calculated in Step 4. The form will do this for you.
- c. Subtract the expenses in line item b. from the income in line item a. to determine what you expect the league balance to be. The form will do this for you.
- d. Enter the actual league account balance from the current account statement.
- e. Subtract the actual account balance in line item d. blank form the expected account balance in line item c. to determine if there is a loss of funds. A positive number in the difference represents a loss of funds as the league has less money than expected.

6. Other Items

The audit committee will also determine if the league funds are being handled properly and if any league rules pertaining to the league funds are being followed. Determine the following:

- a. If the league has an arrearage rule determine if it is being properly enforced.
- b. If all of the membership fees were forwarded within 30 days of receipt. This can be determined by comparing the account statements for the withdrawal date to the purchase date found on the membership receipt.
- c. If all of the withdrawals to date had two signatures.
- d. If all deposits were made within 7 days of receipt. This again can be determined by reviewing the league account statement to ensure the deposit date was within 7 days of receipt.

7. List Arrearages.

List any bowlers who are in arrears for follow up by the league treasurer. There are blanks to list:

- a. The bowler's name
- b. The total amount owed by the bowler
- c. The dates the bowler owes for
- d. Notes such as forfeiture, withdrawal date, etc.

Once completed, the results are given to the league president for discussion and approval at the league's next board of directors meeting.

If a loss is discovered contact USBC Headquarters at 1-800-514- 2695 ext. 8956 or by email at bonding@bowl.com.

