

ARLINGTON DUPLICATE BRIDGE CLUB  
AUDIT REPORT  
For the year ended December 31, 2022

I, Rosalee Hacker, CPA, was appointed by the Board to conduct the annual audit for the Club for the year ended December 31, 2022. I have extensive audit experience and have been the Club's auditor since 2013. Audits were not performed for the years ending December 31, 2020 and 2021.

The Club Treasurer was Jeff Newman from January to June, 2022. Jeff resigned in June and George Morey took over for him.

My procedures were as follows:

- (1) Reviewed each of the 2022 monthly financial reports for reasonableness.
- (2) Selected 3 months for testing. Selected game receipts from each of the selected months, selected to obtain representation of all game directors, checked the accuracy of the receipts, verified that the directors fees agreed with the board approved director fee schedule, and traced the detail into the monthly game summaries for the three selected months.
- (3) Agreed the table counts and income from the monthly game summaries to the monthly financial statements.
- (4) Agreed the deposits from the game receipts to the deposits in the bank statements.
- (5) Agreed disbursements on the bank statements to the monthly financial statements for the three selected months.
- (6) Agreed bank balances from the bank recap on the monthly financial statements to the bank statements for the three selected months.
- (7) Agreed BBO fees and directors fees from monthly game summaries to financial statements for the three selected months.
- (8) Agreed June sectional income and expenses to supporting schedules and financial statements.
- (9) Read all monthly board minutes.

The Board of Directors are presented monthly financial reports in advance of the Board meetings and are aware of all material expenditures and revenue. The Board is comprised of individuals who are active members of the Club and would be aware of any material exceptions. The minutes of the Club from August through December reported that the financial statements from the previous month were presented and discussed. Minutes for February, April, May, June and July do not report that the financial statements were reviewed by the Board.

During my audit, I found several trivial mistakes which have no bearing on my opinion and were brought to Mr. Morey's attention. Mr. Morey and I also discussed a way to make future audits easier.

Keeping the financial records for the Club is a very complex process with numerous transactions. In my opinion, these records are maintained in an excellent manner that should be well appreciated by the members of the Club.

In my opinion, with the exception that some receipts and/or invoices were not available for my review, the financial records of the Club reflect the results of operations for the year ended December 31, 2022.



Rosalee Hacker  
April 1, 2023

## AUDITOR'S SUMMARY OF FINDINGS AND RECOMMENDATIONS

1. The manner in which some of the Club's records are documented makes it somewhat difficult to audit. I found it necessary to calculate some amounts on the monthly financial statements in order to agree them to supporting schedules and agreeing amounts from one month's supporting documents to the next month's financial statements was confusing. It would be very helpful for future audits if supporting documents could tie directly to the monthly financial statements.
2. Because documentation provided from January through August did not include receipts, I was unable to verify that all disbursements were authorized. However, I was able to trace disbursements from the bank statements to the financial statements.

Trivial exceptions noted from testing are:

- Game receipt on 6/3 did not agree to the June monthly game summary. Game summary agreed to the detail of the game receipt
- 10/7/2022 Game receipt does not agree to monthly game summary or deposit. Game receipt totals to \$144. Monthly summary and deposit are \$134.