



SAMPLE AUDIT PLAN

1. To obtain a working knowledge of the association. Only through fully understanding the association's business can we gain insight to the business risks effecting the association and, subsequently, the financial statements
2. Audit scopes, which ensure all auditing procedures are appropriately applied, are established to enable us to express an opinion on the financial statements of your association as of "date."
3. The Audit will be made in accordance with the auditing standards generally accepted in the United States. It will include such tests of accounting records and other audit procedures considered necessary.
4. The focus of our attention will be on items with a higher potential of error or misstatement. An error or misstatement could include an omission or misstatement of accounting information.
5. Our approach will primarily be based upon the following factors
 - a. The use of appropriate auditing standards. Example: Random review of a leagues application and membership dues.
 - b. Understanding the association's purpose. Example: Ensuring association has not used an inordinate amount of funds on items and activities that do not support the purpose of the association.
 - c. Risks faced by the association both externally and internally. Example: Center closing, leading to loss of membership revenue and/or and untrained association manager.
 - d. Evaluation of year-to-date operating results and financial position. Example: Is the association budget on track? Has the association already allocated all budgeted funds only halfway through the season?
 - e. Known business issues, discussions with association manager and Finance Committee, and prior year audits. Example: View prior season's audit report to ensure recommendations have been implemented.
6. Key Dates;
 - a. June: Pre-audit meeting
 - b. July/August: Begin gathering data needed for audit.
 - c. September: Conduct the audit
 - d. October: Final draft of financial statements and management letter. Provide final audit report to the board.
7. Required communications to association board. To comply with your association's audit standards, we will provide information about significant matters related to the audit, such as:
 - a. Auditors responsibility under generally accepted auditing standard
 - b. Non-compliance with USBC Bylaws and USBC association Policy Manual
 - c. Non-compliance with local, state, and federal government requirements.
 - d. Uncorrected misstatements or errors.
 - e. Disagreements with Management.
 - f. Recommended changes/improvements/implementations for future audits.
 - g. Difficulties encountered in performing the audit.