

| AUDIT COMMITTEE MONTHLY CHECKLIST                               |          |
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| MONTHLY RESPONSIBILTY   | COMPLETE |
| <b>FINANCIAL DUTIES:</b>  |          |
| CASH RECEIPTS ARE USED FOR ALL TRANSACTIONS                     |          |
| REVIEW OF EXPENSES FOR PROPER ACCOUNT CLASSIFICATION            |          |
| REVIEW OF PROPER DISPENSATION FOR REQUIRED PURCHASES            |          |
| REVIEW BLANK CHECKS & CHECKBOOK STUBS                           |          |
| VERIFY THAT CHECKS & BILLS/INVOICES MATCH                       |          |
| REVIEW CANCELLED CHECKS & STUBS (NO CHECKS TO CASH)             |          |
| ENSURE & REVIEW MONTHLY BANK RECONCILITATION                    |          |
| ENSURE NSF CHECK PROCEEDURE IS IN PLACE & ENFORCED              |          |
| VERIFY THAT DEPOSITS HAVE BEEN MADE WEEKLY                      |          |
| VERIFY BANK DEPOSIT RECORDS                                     |          |
| VERIFY THE PETTY CASH ACCOUNT                                   |          |
| VERIFY THAT THE QUICK BOOKS REPORTS ARE CURRENT                 |          |
| REVIEW BOOKS & RECORDS - CURRENT & ACCURATE                     |          |
| REVIEW ANY SECURITIES AND VERIFY THEY ARE CORRECT               |          |
| REVIEW INVESTMENT STATEMENTS                                    |          |
| REVIEW NOTES RECEIVABLE   |          |
| REVIEW OPEN ACCOUNTS PAYABLE                                    |          |
| VERIFY THAT BANK DOCUMENTS ARE ATTACHED TO THE QUICKBOOK REPORT |          |
| VERIFY CASH RECEIPTS  |          |
| <b>MEETINGS:</b>  |          |
| MINUTES ARE ACCURATE - COMPLETE - APPROVED - SIGNED             |          |
| REVIEW HOUSE COMMITTEE RECOMMENDATIONS FOR P&L                  |          |
|   |          |
| <b>MEMBERSHIP:</b>  |          |
| ENSURE ALL APPLICATIONS ARE ENTERED & TRANSMITTED               |          |
| REVIEW MEMBERSHIP RECORDS - MAKE CERTAIN UPTODATE               |          |
| VERIFY THAT DECEASED MEMBERS HAVE BEEN REPORTED                 |          |
| REVIEW LIFE MEMBERSHIPS   |          |
|   |          |
| <b>GENERAL ITEMS:</b>   |          |
| VERIFY THAT RECORDS & FILES ARE FILED & MAINTAINED              |          |
| VERIFY THAT REPORTS DUE HAVE BEEN FILED                         |          |
| VERIFY THAT TAXES DUE HAVE BEEN FILED & PAID                    |          |
| VERIFY THAT INSURANCE COVERAGE IS CURRENT                       |          |
| VERIFY THAT GUEST REGISTER IS BEING USED                        |          |
| VERIFY THAT BARTENDER(S) ARE USING INCIDENT LOG BOOK            |          |
| VERIFY THAT SEMI-ANNUAL LODGE INSPECTION REPORT IS COMPLETE     |          |
| <b>INVENTORY:</b>   |          |
| VERIFY THAT MONTHLY INVENTORY HAS BEEN COMPLETED                |          |
| VERIFY THAT RATES USED ON INVENTORY REPORTS ARE UP TO DATE      |          |
|   |          |
| <b>ANNUAL REVIEWS</b>   |          |
| PHYSICAL INVENTORY OF LODGE ASSETS IS ON FILE                   |          |
| BUDGET IS COMPLETE  |          |
| 990 TAX FORM HAS BEEN FILED                                     |          |
| BANK SIGNATURE CARDS HAVE BEEN UPDATED                          |          |
| ALL LICENSES - PERMITS HAVE BEEN RENEWED AND ARE UP TO DATE     |          |
| ANNUAL OFFICERS LIST HAS BEEN FILED WITH MOOSE INTERNATIONAL    |          |
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