

TRACZ & ASSOCIATES

INSURANCE FINANCIAL AUDITORS

PREMIUM AUDIT WORKSHEET SUMMARY

TRACZWARE 2000 © 1996 TRACZ AND ASSOCIATES - 2006 UPDATE

| | | | | | | | | | |
|---|-------------|--------------|-------------------------------|-----------------|--------------|-----------------|--|--|--|
| Insured : ABC CO. | | | Policy No. GA123456 | | | | Policy Period: 1/1/2007 To 1/1/2008 | | |
| OFFICERS, PARTNERS AND PROPRIETORS | | TOTAL | PREMIUM | AMOUNT | CLASS | ' X ' IF | SPECIFIC JOB DUTIES PER OFFICER / PARTNER / OWNER / MEMBER | | |
| TITLE | NAME | GROSS | BASE | ADJUSTED | CODE | EXCL | | | |
| PRESIDENT | JOHN DOE | 35,000 | 5,200 | (29,800) | Haz II | | - SHOP MANAGER - OFFICE MANAGER | | |
| VICE PRES. | JANE DOE | 35,000 | 5,200 | (29,800) | Haz II | | | | |
| TOTAL | | 70,000 | 10,400 | (59,600) | | | | | |

| | | |
|---|---|---|
| <p>TYPE OF ENTITY</p> <p><input checked="" type="checkbox"/> Corporation</p> <p><input type="checkbox"/> Partnership</p> <p><input type="checkbox"/> Proprietorship</p> <p><input type="checkbox"/> Limited Liab. Co.</p> | <p>SOURCE OF DATA</p> <p><input checked="" type="checkbox"/> Payroll Register</p> <p><input checked="" type="checkbox"/> General Ledger</p> <p><input type="checkbox"/> Vendor Listing</p> <p><input type="checkbox"/> Income Statement</p> <p><input type="checkbox"/> Profit & Loss Report</p> <p><input type="checkbox"/> Cash Disbursements</p> <p><input type="checkbox"/> Check Book / Register</p> <p><input type="checkbox"/> Payroll Service Reports</p> <p><input type="checkbox"/> Computer P/R Reports</p> <p><input type="checkbox"/> Other</p> | <p>Description of Operations:</p> <p>THE INSURED OPERATE TWO QUICK LUBE AUTOMOTIVE REPAIR CENTERS AT 123 MAIN ST. & 321 ELM ST., ANYTOWN, IL. BOTH FACILITIES OFFER ROUTINE REPAIR AND MAINTENANCE SERVICES TO THE GENERAL PUBLIC. SERVICES OFFERED INCLUDE: OIL CHANGES, TIRE ROTATION, SAFETY INSPECTIONS, TUNE-UPS, BRAKE REPLACEMENTS, ETC. THE INSURED DOES NOT PERFORM ANY MAJOR MECHANICAL REPAIRS OR TRANSMISSION WORK. THEY DO NOT OFFER ANY TOWING / WRECKING SERVICES. ALL WORK IS PERFORMED AT ONE OF THE LOCATIONS. EACH FACILITY IS EQUIPPED WITH THREE SERVICE BAYS AND A SMALL RECEPTION AREA FOR THE CUSTOMERS TO WAIT.</p> <p>MOST EMPLOYEES WORK AS SHOP TECHNICIANS, HOWEVER THERE ARE A FEW P/T EMPLOYEES WHO WORK AT THE FRONT DESK. THESE EMPLOYEES DO HAVE REGULAR EXPOSURE TO THE SHOP AREA, ALTHOUGH NO ACTUAL WORK IS PERFORMED IN THE SHOP. THE PRESIDENT IS RESPONSIBLE FOR OVERSEEING BOTH LOCATIONS AND PERFORMING WORK IN THE SHOP. THE SEC / TREAS HANDLES THE ADMINISTRATIVE WORK AND THE FRONT DESK / RECEPTION WORK.</p> |
| <p>ADJUSTMENTS</p> <p><input type="checkbox"/> Overtime @ 1.5x</p> <p><input type="checkbox"/> Overtime @ 2.0x</p> <p><input type="checkbox"/> Cash / Casual Labor</p> <p><input type="checkbox"/> Subcontractors</p> <p><input type="checkbox"/> Tips</p> <p><input type="checkbox"/> OCIP / Wrap-Up</p> <p><input type="checkbox"/> Incorrect Class</p> <p><input type="checkbox"/> Severance</p> <p><input type="checkbox"/> Company Paid Ins.</p> <p><input type="checkbox"/> Company Perks (Auto)</p> <p><input type="checkbox"/> Other</p> | <p>VERIFICATION</p> <p><input checked="" type="checkbox"/> Federal 941's</p> <p><input checked="" type="checkbox"/> State UC's</p> <p><input type="checkbox"/> General Ledger</p> <p><input type="checkbox"/> 1099's</p> <p><input type="checkbox"/> Schedule C</p> <p><input type="checkbox"/> Certs. of Ins.</p> <p><input type="checkbox"/> Other</p> | <p>General Audit Comments:</p> <p>- AN EXIT INTERVIEW WAS CONDUCTED WITH THE OFFICER, JANE DOE. ALL AUDIT EXPOSURES WERE REVIEWED AND VERIFIED.</p> <p>- BOTH OFFICERS ARE INVOLVED AT BOTH LOCATIONS AS NEEDED. THEY WERE INCLUDED IN THE EXPOSURE FOR LOCATION #1 ON THE AUDIT.</p> |
| <p>Federal ID #: 12-3456789</p> | | <p>CONTACT // LOCATION OF RECORDS</p> <p>Name: JANE DOE</p> <p>Phone #: 123-456-7890</p> <p>Address: 123 MAIN ST.</p> <p>City, State, Zip: ANYTOWN, IL 60606</p> <p>Email Address: N/A</p> <p>Website: N/A</p> <p>Fax #: N/A</p> <p>Accountant (if any): N/A</p> |

TRACZ & ASSOCIATES

HAZARD II WORKSHEET

INSURANCE FINANCIAL AUDITORS
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INSURED NAME: ABC CO.
POLICY NUMBER: GA123456

Policy Expiration Date: 1/1/2008

Locations 1 - 4 (if applicable) :

| NAME | JOB DUTIES | LOC. # | FIRST QUARTER 2007 | SECOND QUARTER 2007 | THIRD QUARTER 2007 | FOURTH QUARTER 2007 | TOTAL GROSS | # WEEKS | HAZ. II AMOUNT \$100 / WK | PREMIUM BASE | Locations 1 - 4 (if applicable) : | |
|--------------------------------------|----------------|--------|--------------------|---------------------|--------------------|---------------------|-------------|---------|---------------------------|--------------|--|--------------------------------------|
| | | | | | | | | | | | LOC. 1 123 Main St., Anytown, IL | LOC. 2 321 Elm St, Anytown, IL |
| OFFICERS, PARTNERS AND PROPRIETORS : | | | | | | | | | | | | |
| JOHN DOE | SHOP MGR | LOC. 1 | 5,000 | 5,000 | 5,000 | 20,000 | 35,000 | 52 | 5,200 | 5,200 | 5,200 | |
| JANE DOE | OFFICE MANAGER | LOC. 1 | 5,000 | 5,000 | 5,000 | 20,000 | 35,000 | 52 | 5,200 | 5,200 | 5,200 | |

EMPLOYEES :

| | | | | | | | | | | | | |
|-----------------|---------------------|--------|--------|--------|--------|--------|--------|----|-------|-------|-------|-------|
| JOE SMITH | SHOP TECH | LOC. 1 | 10,500 | 10,500 | 22,500 | 10,500 | 54,000 | 52 | 5,200 | 5,200 | 5,200 | |
| BOB JONES | SHOP TECH | LOC. 2 | 9,500 | 9,500 | 16,500 | 9,500 | 45,000 | 52 | 5,200 | 5,200 | | 5,200 |
| MIKE JOHNSON | SHOP TECH | LOC. 1 | 7,500 | 7,500 | 8,500 | 8,000 | 31,500 | 52 | 5,200 | 5,200 | 5,200 | |
| SALLY JONES | P/T ADMIN / RECEPT. | LOC. 2 | 0 | 1,469 | 1,935 | 4,114 | 7,518 | 37 | 3,700 | 3,700 | | 3,700 |
| BILLY WATKINS | SHOP TECH | LOC. 2 | 13,000 | 13,000 | 23,000 | 13,000 | 62,000 | 52 | 5,200 | 5,200 | | 5,200 |
| NIKKI WILSON | P/T ADMIN / RECEPT. | LOC. 1 | 1,325 | 1,474 | 3,664 | 0 | 6,463 | 36 | 3,600 | 3,600 | 3,600 | |
| MICHAEL SIMPSON | SHOP TECH | LOC. 1 | 8,500 | 8,500 | 9,500 | 9,000 | 35,500 | 52 | 5,200 | 5,200 | 5,200 | |
| STEVEN BUCKLE | SHOP TECH | LOC. 2 | 5,521 | 5,112 | 0 | 0 | 10,633 | 24 | 2,400 | 2,400 | | 2,400 |
| GARY COGHILL | SHOP TECH | LOC. 1 | 5,876 | 6,113 | 6,874 | 7,139 | 26,002 | 52 | 5,200 | 5,200 | 5,200 | |
| RONALD DEER | SHOP TECH | LOC. 2 | 6,989 | 7,857 | 8,887 | 7,996 | 31,729 | 52 | 5,200 | 5,200 | | 5,200 |

ADD EXPOSURES FOR ADD'L WORKSHEETS (IF ANY)

| | | | | | | | | | | | | |
|-------|--|--|--------|--------|---------|---------|---------|--|--|--------|--------|--------|
| TOTAL | | | 78,711 | 81,025 | 111,360 | 109,249 | 380,345 | | | 56,500 | 34,800 | 21,700 |
|-------|--|--|--------|--------|---------|---------|---------|--|--|--------|--------|--------|

HAZARD II ADJUSTMENT (323,845)

| | | | | | | | | | | | | |
|--------------------|--|--|--|--|--|--|------------------------------------|--------|-----------------|--------|--------|--------|
| TOTAL PREMIUM BASE | | | | | | | Hazard II Premium Base (All Loc) : | 56,500 | Haz II Per Loc: | 56,500 | 34,800 | 21,700 |
|--------------------|--|--|--|--|--|--|------------------------------------|--------|-----------------|--------|--------|--------|