



Northeast Audit Services, Inc.

Physical Audit Results

© 2003-2005

CASE #: 437153 **CARRIER #:** 110
INSURED NAME: Timothy Jenkins dba Jenkins Blacktop
INSURED ADDRESS: 48 Stanley Street
CITY: Westin **STATE:** NY **ZIP:** xxxxx
CARRIER: Insurance Company
AGENT: Insuance Agency
POLICY #: GL 123456 **AGENT PHONE:** (585) 555-8452
POLICY PERIOD: 04/01/06 **TO** 04/01/07
AUDIT PERIOD: 04/01/06 **TO** 04/01/07
REP #: 3139 **AUDIT DATE:** 4/30/2007

State	Code	Terminology	Estimate	Actual	% change
NY	92215	Driveway, Parking Area or Side	74,000	93,010	26%

Special Notes: (office use only)

Northeast Audit Services, Inc.

PREMIUM AUDIT SUMMARY

CARRIER: Insurance Company POL. #: GL 123456 POL. PERIOD: 04/01/06 TO 04/01/07
 INSURED: Timothy Jenkins dba Jenkins Blacktop LOCATION: Westin, NY AUDIT PERIOD: 04/01/06 TO 04/01/07

DESCRIPTION OF OPERATIONS

Case # 437153

Timothy Jenkins DBA Jenkins Blacktop has been paving residential driveways and commercial parking lots in Livingston County for ten years. Insured does not get involved in street or road paving nor do they haul for others. During this audit period, the insured's employees included the bookkeeper and her assistant, three administrative assistants and the field laborers. No fulltime drivers. A review of the cash disbursements journal did not disclose the use of subcontractors, casual labor or temporary employment agencies. Insured does not snow plow in the winter months. No other operations disclosed during the course of the audit.

Sales - \$541,092.
 FEIN# 16-1234567

ENTITY TYPE: Sole Proprietor

OFFICERS, OWNERS, PARTNERS	TITLE	DESCRIPTION OF DUTIES	CODE	GROSS	USED
Timothy Jenkins	Proprietor	Direct Supervisor of Paving	92215	0	27,500

STATE	CODE	TERMINOLOGY	EXPOSURE
NY	92215	Driveway, Parking Area or Sidewalk	93,010

SOURCE OF DATA	
Paychex Payroll	<input checked="" type="checkbox"/>
Earnings Record	<input type="checkbox"/>
General Ledger	<input type="checkbox"/>
Cash Disbursements	<input checked="" type="checkbox"/>
Check Book	<input type="checkbox"/>
Income Statement	<input checked="" type="checkbox"/>
Insured Summary	<input type="checkbox"/>

VERIFICATION	
941's	
2Q-06	27,470
3Q-06	32,880
4Q-06	24,895
1Q-07	2,888
Total	88,133
Less: Office	-22,623
Owner	27,500
Total	93,010

LOCATION OF RECORDS	
Joesephine Rolf	
5742 Youngs Rd	
Westin, NY xxxxx	
Ph (585) 555-7410	

CONDITION OF RECORDS	
<input checked="" type="checkbox"/>	Good
<input type="checkbox"/>	Fair(Explain)
<input type="checkbox"/>	Poor(Explain)
VERIFICATION SOURCE	
<input checked="" type="checkbox"/>	Social Security Records
<input type="checkbox"/>	Unemployment Records
<input type="checkbox"/>	Sale Tax Reports
<input type="checkbox"/>	None(Explain)

AUDIT REFLECTS	
<input type="checkbox"/>	Bonuses
<input type="checkbox"/>	Commissions
<input type="checkbox"/>	Board & Lodging
<input type="checkbox"/>	Tips
<input type="checkbox"/>	Sub Contractors
<input type="checkbox"/>	Excess Wages
<input type="checkbox"/>	Overtime
<input type="checkbox"/>	Casual Labor
<input type="checkbox"/>	410Ks or IRAS
<input type="checkbox"/>	Classification Chg

Northeast Audit Services, Inc.

Worksheet

CARRIER: Insurance Company POL. # GL 123456 POL.Period: 4/1/2006 TO 4/1/2007
 INSURED: Timothy Jenkins dba Jenkins Blacktc LOCATION: Westin, NY AUD Period 4/1/2006 TO 4/1/2007

<u>Name</u>	<u>Duties</u>	<u>2Q-06</u>	<u>3Q-06</u>	<u>4Q-06</u>	<u>1Q-07</u>	<u>Total</u>	<u>#92215</u>
Tom Petrone	Assistant Bookkeeper	0	3,660	3,790	0	7,450	0
Josephine Rolf	Bookkeeper	1,300	1,300	1,300	1,300	5,200	0
Robin Bugay	Administrative Assistant	0	0	0	383	383	0
Russ Lucky	Administrative Assistant	4,712	0	0	0	4,712	0
Thomas Tank	Administrative Assistant	0	2,973	1,905	0	4,878	0
Bart Synder	Paving Labor	0	95	0	0	95	95
Ed Phillips	Paving Labor	180	0	0	0	180	180
Tom Watson	Paving Labor	0	315	0	0	315	315
Pete Miller	Paving Labor	0	385	0	0	385	385
Dave Harris	Paving Labor	0	435	0	0	435	435
Mark Everspaugh	Paving Labor	0	582	0	0	582	582
Dave Hollenbeck	Paving Labor	0	605	0	0	605	605
Chris Hollenbeck	Paving Labor	914	0	0	0	914	914
Jim Cornish	Paving Labor	0	616	448	0	1,064	1,064
Richard Warner	Paving Labor	1,175	0	0	0	1,175	1,175
Phil Joslyn	Paving Labor	2,607	1,764	0	0	4,371	4,371
William Nystrom	Paving Labor	2,822	868	1,966	0	5,656	5,656
Robert Hollenbeck	Paving Labor	3,288	3,211	1,605	0	8,104	8,104
William Thurlow	Paving Labor	0	4,046	5,143	1,205	10,394	10,394
General Van Patten	Paving Labor	4,566	5,360	3,746	0	13,672	13,672
Richard Joslyn	Paving Labor	5,906	6,665	4,992	0	17,563	17,563
Total		27,470	32,880	24,895	2,888	88,133	65,510

No overtime paid this audit period.

Summary

#92215 Driveway, Parking Area, or Sidewalk - Paving or Repaving	
Gross Payroll	88,133
Less: Office	-22,623
Owner	27,500
Total	93,010

INSURED Timothy Jenkins dba Jenkins Blacktop **POLICY #** GL 123456
ADDRESS Westin,NY **CARRIER** Insurance Company

AUDIT RESULTS FOR THIS INSURED HAS DEVELOPED

CLASSIFICATION CHANGES

ADD CODE #(s) _____
Classification(s) _____

DELETE CODE #(s) _____
Classification(s) _____

CHANGE IN ENTITY TO:

- Insured Name Should Read: _____
- Corporation _____
- Partnership _____
- Individual _____

Effective Date of Change: _____

ADDRESS SHOULD READ:

Effective Date of Change: _____

ACTUAL EXPOSURES AS COMPARED TO ESTIMATED VARY BY MORE THAN 25% (EXPLAIN BELOW)

Insured had ten more jobs than they had forecasted. Insured expects the current policy period to be in line with the current audit findings.

UNINSURED OR UNDERINSURED SUBCONTRACTOR FOUND AT TIME OF AUDIT PLEASE REFER TO SUBCONTRACTOR SCHEDULE AS ATTACHED

EMPLOYEE LEASING DISCLOSED

COMMENTS

AUDIT QUESTIONABLE DUE TO:

- RECORDS MADE AVAILABLE
- LACK OF COOPERATION
- OTHER:
