

INTERNAL AUDIT SHEET¹

Use this sheet to do an internal audit for your organization as described in Step 3 of this section. Depending on the size of your organization, you may need to add additional pages, or further separate some of the categories. On the other hand, many of the costs listed will not be applicable to smaller groups.

To use this sheet, do the following:

1. First, list the funding you have (or for future years, anticipate having) from each source in the appropriate box.
2. Next, add up the funding from each source for every year. Write these totals in the box marked **Total of funding from all sources**.
3. Next, go to the second half of the table, **Amount of expenses**. Write in all of your current and anticipated expenses for each year. The cells in grey should be totaled in the white cells above them. For example, the cost of each staff member should be written out individually, and the total of all of the staff costs should be added in **Total Personnel Costs**. A similar process should take place for **Total Program Costs**.
4. Next, add up the expenses for each year. Do NOT include the grey cells in this figure, as they will be added in under the subtotals for personnel and program costs. Write these figures in the **Total of all expenses for each year**.
5. Finally, subtract the amount in **Total of all expenses** from the **Total of funding from all sources** for each year. If you have a positive number, you have a real or projected budget surplus - your organization has extra money, and is in the black. If the number you have found for a given year is negative, you have a real or projected deficit for that year - you are in the red, and will need to find additional resources.

6. Confusing? See Examples for a filled out version of this table. Internal Audit Sheet					
	Year 1	Year 2	Year 3	Year 4	Year 5
<i>Amount of Funding</i>					
Funding from Source 1:					
Funding from Source 2:					
Funding from Source 3:					
Funding from Source 4:					
Funding from Source 5:					
Total of funding from all sources					
	Year 1	Year 2	Year 3	Year 4	Year 5
<i>Amount of Expenses</i>					
Staff # 1:					
Staff # 2:					
Staff # 3:					

¹ Adapted from the Community Tool Box, University of Kansas, <http://ctb.ku.edu>.
Internal Audit Sheet

Staff # 4:					
Staff #5:					
Total Personnel Costs (list title and % FTE)*					
Program #1:					
Program #2:					
Program #3:					
Total Program Costs**					
Travel					
Equipment					
Supplies					
Printing					
Media/Publicity					
Phone/fax					
Postage					
Miscellaneous					
Rent/housing					
Utilities					
Amount paid on debt					
Total of all expenses					

* For personnel costs, include salary and the cost of fringe benefits. FTE = full time employment

** Remember to take personnel costs out of program costs, as they are listed separately.