

### Attachment 3. Audit Form: Receipts and Expenditures

**Instructions:** List all receipts and expenditures (including money from service fees; from federal, state, and local governments; and from private contributions/donations.)

Organization Name:

Organization Tax ID#:

Organization Fiscal Year Ended:

<b>a. Receipts:</b>							
Funding Agency		Administration and Fundraising (Nonprogram costs)	Program 1	Program 2	Program 3	Program 4	Contract #
Federal							
State							
Wake County							
Other Local Government							
Private							
Other							
<b>Admin/Program Total</b>		-	-	-	-	-	
<b>Total Receipts (admin and all programs)</b>	-						
<b>b. Expenditures:</b>							

Category	Total All Programs and Admin	Administration and Fundraising (Nonprogram costs)	Program 1	Program 2	Program 3	Program 4
Personnel	-					
Contracted Services	-					
(a) Total Personnel/Contracted Svcs Costs:	-	-	-	-	-	-
Office Supplies & Materials	-					
Service Related Supplies	-					
(b) Total Supplies and Materials Costs:	-	-	-	-	-	-
Travel	-					
Communications & Postage	-					
Utilities	-					
Printing & Binding	-					
Repair & Maintenance	-					
Meeting/Conference Expense	-					
Employee Training (no travel)	-					
Classified Advertising	-					
Board Meeting Expense	-					

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Category	Total All Programs and Admin	Administration and Fundraising (Nonprogram costs)	Program 1	Program 2	Program 3	Program 4
<b>(c) Total Non-Fixed Operating Expense:</b>	-	-	-	-	-	-
Office Rent (Land, Buildings, etc.)	-					
Furniture Rental	-					
Equipment Rental (Phones, Computers, etc.)	-					
Vehicle Rental	-					
Dues & Subscriptions	-					
Insurance & Bonding	-					
Books/Library Reference Materials	-					
Mortgage Principal, Interest and Bank Fees	-					
<b>(d) Total Fixed Charges &amp; Other Expenses:</b>	-	-	-	-	-	-
Buildings & Improvements	-					
Leasehold Improvements	-					
Furniture/Non-Computer Equip., \$500+ per item	-					
Computer Equipment/Printers, \$500+ per item	-					
Furniture/Equip., under \$500 per item	-					
<b>(e) Total Property &amp; Equipment Outlay:</b>	-	-	-	-	-	-
Purchase of Services	-					
Contracts with Service Providers	-					
Stipends/Scholarships/Bonuses/Grants	-					
<b>(f) Total Services/Contracts</b>	-	-	-	-	-	-
Other Expenses (List):	-					
	-					
	-					
<b>(g) Total Other Expenses</b>	-	-	-	-	-	-
<b>Total Expenditures:</b>	-	-	-	-	-	-