### LEAD SCHEDULE

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Auditee:** |  | **Reviewed by:** | **Name** | **Rank** | **Date** |
| **Period end:** |  | **Level 1** |  |  |  |
| **Prepared by:** |  | **Level 2** |  |  |  |
| **Rank:** |  | **Level 3** |  |  |  |
| **Date:** |  |  |  |  |  |

| **ITEMS FROM FINANCIAL STATEMENTS / BUDGET** | **ACCOUNT VALUE ($)** | **WILL ITEM BE INCLUDED AS A SEPARATE AUDIT COMPONENT?** **(YES / NO)** | **IF NOT AUDITED EXPLAIN REASONS** |
| --- | --- | --- | --- |
| ***Revenue*** |  |  |  |
| *Funds received from government* |  |  |  |
| *Other income* |  |  |  |
| ***Expenditure*** |  |  |  |
| *Goods and services* |  |  |  |
| *Subsistence and travelling* |  |  |  |
| *Administrative expenditure* |  |  |  |
| ***Compensation for employees*** |  |  |  |
| *Salary payments* |  |  |  |
| *Overtime* |  |  |  |
| *Allowances* |  |  |  |
| *Appointments*  |  |  |  |
| *Resignations / terminations* |  |  |  |
| ***Inventory*** |  |  |  |
| ***Asset management*** |  |  |  |
| *Equipment and machinery* |  |  |  |
| *Furniture and fittings* |  |  |  |
| *Computer equipment* |  |  |  |
| *Other fixed structures (e.g. roads, etc.)* |  |  |  |
| *Land and buildings* |  |  |  |
| ***Transfer payments*** |  |  |  |
| ***Project management (contracts)*** |  |  |  |
| ***Liabilities*** |  |  |  |
| *[Insert all further components]* |  |  |  |