### **Church Internal Audit Report**

**Title Page**

* Title: Internal Audit Report – [Church Name]
* Audit Area: (e.g., Financial Stewardship, Donations, Expense Management).
* Date:
* Prepared By: (Internal Audit Committee).

**Executive Summary**

* Key findings: Mismanagement of funds, lack of proper documentation, or non-compliance with tax regulations.
* Summary of critical recommendations.

**Introduction**

* Purpose: Ensure transparent financial management and alignment with mission objectives.
* Scope: Review donations, expenses, and fund allocations.

**Objectives and Scope**

* Evaluate financial record accuracy.
* Ensure proper allocation of tithes, offerings, and donations.
* Assess compliance with government tax requirements.

**Methodology**

* Techniques: Financial statement reviews, donation tracking, invoice sampling.
* Criteria: Church policies, applicable tax laws.

**Findings and Observations**

* Examples:
  1. Unaccounted donations.
  2. Misclassification of expenses.
  3. Missing receipts for expenditures.

**Recommendations**

* Develop a centralized donation tracking system, enforce receipt policies, and ensure compliance with tax laws.

**Conclusion**

* Acknowledge cooperation and suggest periodic audits for better accountability.

**Action Plan**

* Detail steps for improving financial stewardship with responsible individuals or committees.