

# Abbreviated Audit Report for Small Grants

## 1. Introduction

This is an abbreviated audit report prepared for the small grant titled "[Project Title]", awarded to [Grantee Name] by [Granting Organization] during the year [Grant Year].

## 2. Objective

The primary objective of this audit is to provide assurance on the proper utilization of the grant funds and compliance with the funding agreement.

## 3. Scope

The audit was conducted with reference to transactions and activities relating specifically to the grant for the period [Start Date] to [End Date].

## 4. Audit Approach

- Reviewed relevant accounting and supporting documents.
- Verified grant-related expenditures and receipts.
- Confirmed adherence to grant agreement terms and approved budget.

## 5. Findings

- All expenditures are supported by valid documentation.
- No material discrepancies identified.
- Funds were utilized in accordance with the approved grant budget.
- Compliance with grant agreement terms was observed.

## 6. Conclusion

In our opinion, the financial statement and records relating to the use of the [Grant Name] for the audited period present fairly, in all material respects, the financial transactions as per the agreed terms of the grant award.

Date: \_\_\_\_\_

[Auditor's Name]  
[Title/Organization]

### Important Notes about this Document:

- This report format is suitable for small grants with simple funding requirements.
- An abbreviated audit does not replace a full independent audit if required by law or funding agency.
- Ensure all supporting documents are retained for future verification.
- Clearly highlight any exceptions or material findings if present.

- Customize the template to align with specific grantor instructions or compliance needs.