

Compliance Audit Report for Funding

Project Title: [Project Title Here]

Funding Organization: [Funding Agency Name]

Audited Entity: [Organization/Team Name]

Audit Period: [Start Date] to [End Date]

Report Date: [Date]

Prepared By: [Auditor Name & Designation]

1. Executive Summary

This report presents the findings of the compliance audit conducted for the above-mentioned project and period. The audit was undertaken to verify adherence to funding requirements, relevant policies, and regulatory obligations.

2. Audit Objectives

- To assess compliance with funding agreement terms and conditions
- To verify the accuracy and appropriateness of expenditures
- To evaluate internal controls and documentation practices
- To identify any discrepancies or non-compliance issues

3. Scope of Audit

The audit covered all activities, financial records, and supporting documentation related to the funded project during the audit period.

4. Methodology

- Review of contracts, agreements, and policies
- Examination of financial statements and transaction samples
- Interviews with key personnel and stakeholders
- Review of supporting documents and evidence

5. Audit Findings

#	Area Reviewed	Findings	Status (Compliant/Non-Compliant)
1	Utilization of Funds	All expenditures matched approved budgets.	Compliant
2	Supporting Documentation	Some receipts were missing for travel expenses.	Non-Compliant
3	Reporting Requirements	Reports submitted within deadlines.	Compliant

6. Recommendations

- Ensure all supporting documents are retained and accessible.
- Implement a standardized checklist for expense verification.
- Conduct regular internal reviews to maintain compliance.

7. Conclusion

The audit indicates overall compliance with the funding agreement, with minor exceptions noted. Immediate action is recommended to address the observed non-compliance issues.

8. Management Response

[Insert management's comments and proposed action plan in response to findings and recommendations, if available.]

9. Auditor's Signature

[Auditor Name]
[Date]

Important Notes

- This document is a sample format and should be tailored to align with specific funding agency requirements.
- Supporting evidence and documentation are essential for all compliance audit findings.
- Timely submission of reports is often a condition of continued funding.
- All recommendations should be tracked for implementation and follow-up audits may be required.