

# 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

1. Ensure all supporting documents are retained and accessible.
2. Implement a standardized checklist for expense verification.
3. 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

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[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.