

# Internal Control Audit Report

## 1. Report Information

Project/Grant Title	.....
Funding Body	.....
Auditee (Organization Name)	.....
Audit Period	.....
Date of Report	.....

## 2. Objective

The objective of this audit was to assess the adequacy and effectiveness of internal controls relating to the use of funds provided by the funding body for the specified period.

## 3. Scope

The scope of the audit included an evaluation of financial and operational controls, compliance with relevant laws and regulations, adherence to donor requirements, and the safeguarding of assets.

## 4. Methodology

The audit entailed interviews with relevant personnel, review of supporting documentation, observation of procedures, and sample testing of transactions within the audit period.

## 5. Summary of Findings

No.	Control Area	Finding	Risk	Recommendation
1	Cash Management	Petty cash reconciliations lack adequate documentation.	Potential for asset misappropriation.	Implement and document regular reconciliations.
2	Procurement	Procurement policy not consistently applied.	Non-compliance with donor requirements.	Conduct regular staff training on procurement procedures.

## 6. Conclusion

Based on the audit procedures performed, we conclude that, except for the matters noted above, the internal controls over project funds were generally adequate and effective during the audit period. Further improvements are recommended as outlined.

## 7. Management Response

[Management's official response to the findings, if applicable.]

## 8. Signatures

Prepared by	.....	Date	.....
Reviewed by	.....	Date	.....

**Important Notes:**

- This report format should be tailored to meet specific donor or funding body requirements.
- All findings and recommendations must be evidence-based and clearly documented.
- Ensure confidentiality of sensitive information contained within the report.
- Management responses and action plans enhance accountability and transparency.
- The report should be reviewed and signed by authorized personnel before submission.