

Performance Audit Report

For: [Project/Program Name]

Funded by: [Funding Agency Name]

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

Date of Report: [Date]

1. Executive Summary

Brief overview of the audit objectives, key findings, conclusions, and recommendations.

2. Background

Description of the audited project/program, objectives, funding details, and context.

3. Audit Objectives & Scope

- Objectives of the performance audit
- Scope and coverage
- Relevant performance indicators

4. Methodology

Summary of audit approach, data sources, sampling methods, and tools used.

5. Key Findings

1. **Effectiveness:** Assessment of achievement against objectives and outcomes.
2. **Efficiency:** Analysis of resource utilization, timelines, and cost-effectiveness.
3. **Economy:** Evaluation of fund use and value-for-money aspects.
4. **Compliance:** Level of compliance with applicable policies, guidelines, and agreements.

6. Performance Indicator Summary

Indicator	Target	Achieved	Remarks
[Indicator 1]	[Target Value]	[Achieved Value]	[Comments]
[Indicator 2]	[Target Value]	[Achieved Value]	[Comments]

7. Challenges and Constraints

Highlight significant issues encountered during project implementation and audit.

8. Recommendations

- Actionable suggestions for improvement
- Timeline and responsible entity for each recommendation

9. Management Response

Summary of management's responses or actions planned/taken for each recommendation.

10. Conclusion

Overall assessment of project/program performance based on audit results.

11. Annexures

- Supporting documents, calculations, detailed data, etc.
- List of persons interviewed and documents reviewed

Important Notes

- Performance audit reports should be objective, evidence-based, and clearly structured.
- Ensure confidentiality of sensitive project information as required by the funding agency.
- All findings should be supported by verifiable data and proper documentation.
- Recommendations must be practical and aligned with project objectives.
- Timely submission of this report is crucial for accountability and future funding opportunities.