

# 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

- Effectiveness:** Assessment of achievement against objectives and outcomes.
- Efficiency:** Analysis of resource utilization, timelines, and cost-effectiveness.
- Economy:** Evaluation of fund use and value-for-money aspects.
- 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.