

Executive Summary

Report Title	Audit of Internal Controls – FY 2023
Date	June 24, 2024
Auditee	ABC Corporation
Auditor	XYZ Audit Firm

OBJECTIVE

The primary objective of this audit was to assess the effectiveness of ABC Corporation's internal controls over financial reporting, compliance, and operational efficiency for the fiscal year 2023.

SCOPE

The audit covered key business processes, including procurement, payroll, revenue, and IT systems, from January 1, 2023, to December 31, 2023.

KEY FINDINGS

- Access Controls:** Weaknesses were noted in user access rights management in the procurement system, increasing the risk of unauthorized transactions.
- Segregation of Duties:** Instances were found where critical duties are not adequately segregated within the finance department.
- Policy Compliance:** Several instances of non-adherence to procurement policies and procedures were identified.
- IT Security:** Gaps in periodic review of IT security protocols were observed.

RECOMMENDATIONS

- Strengthen user access management processes and review access rights regularly.
- Implement stricter segregation of duties controls within the finance and procurement departments.
- Conduct regular staff training on compliance with company policies.
- Perform scheduled IT security audits and protocol reviews.

CONCLUSION

While ABC Corporation demonstrates an overall commitment to internal control, remediation of the above findings is essential to reduce risk and support future compliance objectives.

IMPORTANT NOTES

- The executive summary should succinctly present major findings and recommendations for decision-makers.
- Focus on clarity and brevity—avoid technical jargon or excessive detail.
- Ensure confidentiality and accuracy when summarizing sensitive issues.
- Clearly indicate the audit period, scope, and the responsible parties.
- Review and update the summary before final distribution.