

# 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.