

Executive Summary Checklist Template

External Audit Report

Organization Name:

Report Date:

Audit Period:

Checklist

1. Audit Objective Clearly Stated
 Yes No
2. Scope of Audit Defined
 Yes No
3. Key Findings Summarized
 Yes No
4. Conclusion and Recommendations Stated
 Yes No
5. Limitations or Constraints Disclosed
 Yes No
6. Management Response (if applicable) Included
 Yes No
7. Overall Audit Opinion Provided
 Yes No
8. Action Items Clearly Outlined
 Yes No
9. Compliance with Applicable Standards Checked
 Yes No

Summary of Key Findings

Recommendations

- _____
- _____
- _____

Prepared By:

Approved By:

Important Notes

- Ensure the executive summary concisely captures key findings and recommendations.
- Maintain objectivity; avoid unnecessary detail or technical jargon in this section.
- The checklist helps maintain report consistency and completeness.
- Ensure clarity for all stakeholders, including those who may not read the full report.
- Regularly review and update the checklist to reflect any changes in audit standards.