

# Executive Summary Checklist Template

## External Audit Report

Organization Name:

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Report Date:

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Audit Period:

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### 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

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### Recommendations

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Prepared By:

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Approved By:

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### 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.