

Objective Statement Format

Special Investigation Audit Plan

Project Name:

[Insert Project Title or Reference]

Background:

[Brief description providing context for the investigation, including the trigger, concerns raised, and any relevant background information.]

Objective Statement:

- To determine the validity of the reported (allegation/concern/incident) regarding [describe the subject of investigation].
- To assess the adequacy and effectiveness of internal controls related to [relevant area/process].
- To identify potential instances of fraud, non-compliance, or irregularities, if any.
- To gather sufficient and appropriate evidence to support findings and recommendations.

Scope of the Audit:

Area/Process	Timeframe	Departments Involved
[e.g., Procurement Transactions]	[e.g., Jan–Mar 2024]	[e.g., Finance, Purchasing]
[e.g., Payroll Processing]	[e.g., FY 2023]	[e.g., HR, Finance]

Methodology:

- Review and analyze relevant documentation and records.
- Conduct interviews with key staff and stakeholders.
- Perform substantive and analytical procedures as necessary.
- Document findings, conclusions, and recommendations.

Expected Deliverables:

- Special Investigation Audit Report
- Supporting working papers and evidence
- Recommendations for corrective action or control improvement

Important Notes:

- Objective statements must be clear, concise, and directly linked to the alleged issue.
- The scope should be precise to avoid ambiguity and ensure a focused audit.
- Maintain confidentiality and objectivity throughout the investigation process.
- Adhere to professional auditing standards and organizational policies.

- Timely communication of significant findings is essential during the investigation.