Summary Findings Table: Audit Program for [Specific Audit Area]

Audit Information

Audit Area	[Specific Audit Area, e.g., Procurement Process]
Audit Period	[Start Date] â€" [End Date]
Prepared By	[Auditor Name]
Date Prepared	[Preparation Date]

Summary of Findings

#	Control Objective	Audit Steps	Findings	Implication	Recommendations	Management Response
1	Compliance with Procurement Policy	Reviewed all procurement files for adherence to approved process.	Two files lacked proper authorization signatures.	Non-compliance may lead to irregular spending.	Ensure all files are signed before processing payments.	Management will reinforce sign-off procedure from next quarter.
2	Vendor Selection	Reviewed documentation of vendor selection criteria.	Criteria were not consistently documented.	Potential risk of favoritism or lack of transparency.	Standardize documentation for every selection process.	Templates to be introduced in procurement manual.
3	Payment Processing	Checked invoices against payment vouchers.	All invoices matched; no discrepancies noted.	N/A	Continue current practices and periodic checks.	Agreed.

Important Notes

- This document provides a concise overview of key findings and recommendations relevant to the specific audit area.
- Summarized tables improve communication with stakeholders and facilitate quick decision-making.
- Ensure all findings are supported by adequate evidence and objective, unbiased analysis.
- Recommendations should be actionable, realistic, and aligned with organizational policies.
- Management responses should be included to document accountability and track progress.