

# Financial Audit Closure Exit Meeting Agenda

**Date:** \_\_\_\_\_

**Time:** \_\_\_\_\_

**Location:** \_\_\_\_\_

## Attendees:

- Audit Team
- Management Representatives
- Finance Department
- Other Key Stakeholders

## Agenda

#	Topic	Details	Presenter
1	Opening & Introduction	Welcome, review of agenda, introduction of attendees	Lead Auditor
2	Audit Scope & Objectives Review	Summary of audit objectives, period, and coverage	Audit Manager
3	Summary of Audit Findings	Overview of key findings and observations	Audit Team
4	Corrective Actions & Management Responses	Discussion on action plans and responsibilities	Management
5	Finalization of Audit Report	Agreement on report format, timelines for final report	Audit Lead
6	Q&A / Open Discussion	Address questions and clarifications from participants	All
7	Closure & Next Steps	Summary of agreements, next steps, and meeting closure	Lead Auditor

## Important Notes

- This agenda provides a clear structure to ensure all key aspects of the audit closure are addressed.
- Documenting the attendees and summary of discussions supports accountability and follow-up.
- Timely scheduling and communication of the exit meeting are crucial for effective closure of the audit process.
- Action items and responsibilities agreed upon in this meeting should be tracked until fully implemented.
- The signed meeting minutes serve as official confirmation of the discussed points and agreements.