

Departmental Expense Audit Report

Department	Finance	Report Date	2024-06-19
Reporting Period	01-Apr-2024 to 31-May-2024	Prepared by	John Doe

1. Summary of Expenses

Expense Category	Budget Allocated	Actual Expense	Variance	Remarks
Salaries & Wages	\$100,000	\$98,500	\$1,500	Within Budget
Travel & Training	\$8,000	\$9,200	(\$1,200)	Exceeded, due to urgent seminars
Office Supplies	\$5,000	\$4,300	\$700	Within Budget
Utilities	\$7,000	\$7,100	(\$100)	Slightly Over
Other	\$3,000	\$2,800	\$200	Within Budget

2. Audit Observations

- All major expenses are supported by proper invoices and receipts.
- Travel expenses exceeded budget due to last-minute training requirements.
- A minor overage in utilities was observed.
- No evidence of unauthorized or fraudulent transactions found.

3. Recommendations

- Review and adjust the travel & training budget as per departmental activities.
- Implement tighter controls on unplanned expenses.
- Monitor utility expenses for possible cost-saving opportunities.

Important Notes

- This report should be reviewed and approved by the department head.
- All supporting documents should be retained for future audits.
- Any discrepancies or irregularities must be reported immediately.
- Regular auditing promotes financial transparency and accountability.