

Management Expense Audit Report

Audit Period: January 1, 2024 – March 31, 2024

Prepared by: Finance Audit Team

Date of Report: April 14, 2024

1. General Information

Department: Operations

Manager Name: Jane Doe

Audit Conducted by: John Smith

Scope of Audit: Review of all management-related expense claims and disbursements for the audit period.

2. Summary of Expenses

Date	Description	Account Code	Amount	Supporting Documents	Remarks
2024-01-10	Staff meeting lunch	EXP-301	\$120.00	Receipt	Approved
2024-02-04	Travel to client site	EXP-502	\$340.00	Travel form, Receipts	Approved
2024-03-12	Workshop registration	EXP-410	\$225.00	Invoice	Pending approval
Total			\$685.00		

3. Findings & Observations

- All expenses, except the workshop registration, had verified supporting documentation.
- No policy violations were noted for meals and travel expenses.
- The pending approval is due to late submission of workshop documentation.
- No duplicate claims were detected during this audit period.

4. Recommendations

- Ensure all documentation is submitted promptly with each claim.
- Implement monthly reminders regarding documentation deadlines.
- Regular training on expense policy for all management staff.

Important Notes

- This document provides an independent review of management expense claims transactions and compliance.
- It helps strengthen financial accountability and transparency within the department.
- All findings and recommendations should be addressed within 30 days of report issuance.
- The report should be stored securely and made available for future audits or compliance checks.