

# Project-Based Expense Audit Report

Project Name:	Sample Project Alpha
Project Code:	PA-2024-01
Reporting Period:	01 Jan 2024 – 31 Mar 2024
Date of Audit:	14 Apr 2024
Auditor(s):	Jane Doe, John Smith

## 1. Executive Summary

This report presents the findings of the expense audit conducted for "Sample Project Alpha" for the above reporting period. The audit was performed to ensure compliance with organizational policies and project funding requirements.

## 2. Expense Summary

Expense Category	Budgeted (USD)	Actual (USD)	Variance (USD)
Personnel	15,000	14,800	-200
Materials & Supplies	5,000	5,150	+150
Travel	2,500	2,430	-70
Other Direct Costs	1,500	1,420	-80
Total	24,000	23,800	-200

## 3. Key Findings

- All expenses were supported by appropriate documentation and approved according to policy.
- Minor overspending identified in "Materials & Supplies" due to unforeseen price increases.
- No unauthorized or ineligible expenditures detected.
- Travel expenses complied with project and funder requirements.

## 4. Recommendations

- Improve tracking of supply expenses to avoid small overruns in future periods.
- Continue periodic internal audits to ensure ongoing compliance.

## 5. Auditor's Statement

Based on the audit procedures performed, the reported expenses for the specified period are fairly stated, and expenditure has been made in accordance with project guidelines.

### Important Notes:

#### **important notes:**

- This document provides a compliance check on a project's financial transactions.
- Expense audits should be conducted periodically and include a thorough review of all supporting documents.
- Findings and recommendations guide improvements in financial management and reporting.
- This report may be requested by funding agencies during monitoring or evaluation processes.