

# Quarterly Expense Audit Report

**Company Name:** Acme Corporation

**Reporting Period:** Q1 2024 (Jan 1, 2024 – Mar 31, 2024)

**Date of Report:** April 15, 2024

**Auditor Name:** John Doe

## 1. Executive Summary

The audit was conducted for all recorded expenses during the first quarter of 2024. All major transactions were reviewed for accuracy, completeness, and compliance with corporate expense policies. No significant discrepancies were identified, with minor observations and recommendations detailed below.

## 2. Expense Audit Details

Date	Expense Category	Description	Amount (USD)
2024-01-10	Travel	Client Meeting (City A)	450.00
2024-02-02	Supplies	Office Stationery	125.50
2024-02-15	Meals	Team Lunch (Project X)	210.00
2024-03-06	Training	Online Course Subscription	180.00
2024-03-21	Miscellaneous	Process Improvement Materials	95.00

### Summary of Expenses

Total Expenses Audited: **1,060.50**

Discrepancies Noted: None significant

## 3. Observations & Recommendations

- All sampled expenses were supported by official receipts and appropriate approvals.
- It is recommended to further digitize expense records for improved accessibility.
- Minor classification inconsistencies were found; suggest reiterating category definitions to staff.

Auditor Signature  
(John Doe)

Date  
(April 15, 2024)

### Important Notes

- This document provides an overview of quarterly expenses for transparency and accountability.
- Accurate documentation and retention of expense proofs are essential for the audit process.

- Regular audits help ensure compliance with internal financial policies and regulatory standards.
- Any discrepancies should be promptly addressed and corrective actions undertaken.