

# Internal Audit Report

**Audit Title:** \_\_\_\_\_

**Audit No.:** \_\_\_\_\_

**Department:** \_\_\_\_\_

**Audit Period:** \_\_\_\_\_

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

**Prepared by:** \_\_\_\_\_

## 1. Objective

State the objective(s) of this audit.

Example: To evaluate the effectiveness of internal controls for [process/area].

## 2. Scope

Describe the audit scope, including the processes, activities, timeframe, or locations covered.

Example: This audit covers the financial transactions of Q1 2024.

## 3. Methodology

Summarize the methods used (e.g., interviews, document review, sample checks).

Example: Data sampling, staff interviews, walkthroughs, and document inspection.

## 4. Summary of Findings

No.	Description of Finding	Risk Level	Recommendation	Management Response
1	[Finding 1 description]	[High/Medium/Low]	[Suggested corrective action]	[To be filled by management]
2	[Finding 2 description]	[High/Medium/Low]	[Suggested corrective action]	[To be filled by management]

## 5. Conclusion

Summarize overall conclusions and key audit points.

Example: Controls are generally adequate, but improvement is required in [areas].

**Auditor:**

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

**Reviewed by (Audit Manager):**

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

## Important Notes

- This report is confidential and intended only for authorized recipients.
- Findings and recommendations are based on the work performed during the defined scope.
- Management responses are required for each finding and should outline corrective actions.
- The report serves as a basis for continuous improvement in internal processes.

- Follow-up actions may be scheduled to monitor implementation of recommendations.