

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.