

# Condensed Audit Report Format for Small Enterprises

## 1. Introduction

This condensed audit report has been prepared for the financial year ended December 31, 2023 for [Company Name], a small enterprise registered at [Registered Address].

## 2. Management's Responsibility

Management is responsible for the preparation and fair presentation of these financial statements in accordance with the applicable financial reporting framework. This responsibility includes the design, implementation, and maintenance of internal controls.

## 3. Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with generally accepted auditing standards. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

## 4. Opinion

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of [Company Name] as at December 31, 2023, and the results of its operations for the year then ended in accordance with the applicable financial reporting framework.

## 5. Financial Highlights

- Total Revenue: [amount]
- Total Expenses: [amount]
- Net Profit/(Loss): [amount]
- Total Assets: [amount]
- Total Liabilities: [amount]
- Equity: [amount]

Signed,

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[Auditor's Name], [Position]  
[Audit Firm Name]  
[Date]

## Important Notes

- This is a simplified format; detailed disclosures may be necessary depending on regulatory requirements.
- A concise report is suitable for small enterprises with straightforward operations.
- Figures presented should be supported by proper documentation.
- External stakeholders may request additional information or expanded audit reports.
- Always ensure compliance with relevant local accounting and auditing standards.