

Internal Asset Audit Report

1. Audit Information

Report Number	IAAR-2024-001
Audit Date	2024-06-15
Department	Information Technology
Auditor(s)	Jane Doe, John Smith

2. Purpose

The purpose of this internal audit is to verify the existence, condition, and proper documentation of company assets assigned to the Information Technology department.

3. Asset Details

Asset ID	Description	Location	Custodian	Status	Remarks
IT-101	Laptop Dell XPS 13	IT Office	Alice Moore	Found	-
IT-102	Projector Epson X400	Meeting Room 2	Mark Lee	Found	-
IT-103	Network Switch Cisco SG350	Server Room	Jane Doe	Under Maintenance	Repair ongoing
IT-104	External Hard Drive 1TB	IT Office	John Smith	Missing	Reported to management

4. Audit Summary

A total of 4 assets were audited. 3 of the assets were physically verified and are in satisfactory condition. 1 asset (External Hard Drive 1TB) was not found and has been reported as missing.

5. Recommendations

- Strengthen asset tracking and documentation processes.
- Initiate investigation for missing asset and update asset records accordingly.
- Schedule regular asset audits at least twice a year.
- Repair and re-verify the status of the network switch currently under maintenance.

Auditor Name & Signature:

Date:

Important Notes:

- This report serves as an official record of asset verification at a given point in time.
- All findings should be reviewed and approved by departmental management.
- Missing or unverified assets should be promptly investigated and documented.
- Retention of audit reports is essential for compliance and future reference.