

Asset Audit Summary Report

Report Details

Report Date	2024-06-22
Auditor	Jane Doe
Location	Main Office
Department	Information Technology
Audit Period	2024 Q2

Summary of Findings

Category	Number Audited	In Compliance	Discrepancies
Laptops	40	39	1 Missing
Desktops	22	22	None
Monitors	35	35	None
Printers	6	6	None

Discrepancies & Issues

Asset	Asset ID	Issue	Remarks
Laptop	LT-0098	Missing	Reported lost, under investigation

Recommendations

- Improve periodic asset tracking procedures.
- Implement stricter check-out/in controls for portable devices.
- Conduct staff training on asset accountability.
- Follow up on missing assets and update inventory accordingly.

Prepared By

Name	Jane Doe
Signature	<hr/>
Date	2024-06-22

Important Notes:

- This summary provides a high-level overview; detailed records are retained separately.
- All discrepancies must be investigated and resolved promptly.
- This report should be reviewed and approved by relevant department heads.
- Asset audit reports are critical for compliance and risk management.

