

Finance Department Audit Report

Date: _____

Prepared by: _____

1. Executive Summary

Brief overview of the audit objectives, scope, key findings, and recommendations.

2. Introduction

2.1 Purpose of Audit

2.2 Audit Scope

2.3 Audit Objectives

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3. Methodology

Outline the audit process, procedures, and standards applied.

4. Detailed Findings

4.1 Internal Controls

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4.2 Compliance

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4.3 Financial Reporting

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4.4 Other Significant Issues

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5. Recommendations

Summarized recommendations for improvements and corrective actions.

- 1.
- 2.

6. Management Response

Comments from the finance department management regarding findings and recommendations.

7. Conclusion

Final remarks on the audit results and the overall control environment.

8. Appendices

- Supporting Documents
- Data Analysis
- Audit Team Details