

## Sample Internal Audit Report - Simple

### [Company Name] Sample Internal Audit Report

**Date:**

**Audit Lead(s):** Auditor Name(s)

**Author(s):** Name(s)

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**Audit Objective**

To review [Specific Area/Process/Function] for compliance, effectiveness, and efficiency.

**Audit Scope**

Details about the scope of the audit, including the departments, time frame, and specific criteria used for assessment.

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**Executive Summary**

This section provides a concise overview of the audit's key findings, recommendations, and conclusions. It typically highlights significant areas of strength and weakness identified during the audit.

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**Introduction**

- Brief overview of the purpose and scope of the audit.
  - Explanation of the methodology used for the audit.
  - Identification of the audit team members and their roles.
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**Findings and Observations**

This section delves into specific findings discovered during the audit process. Each finding is typically structured as follows:

1. **Finding Description:** A clear description of the issue or observation identified during the audit.
2. **Criteria/Standard:** Reference to the established criteria, standards, or policies against which the finding was evaluated.

3. **Root Cause Analysis:** Examination of the underlying cause of the finding.
  4. **Risk Impact:** Assessment of the potential impact or risk associated with the finding.
  5. **Recommendations:** Proposed solutions or actions to address the identified issue.
  6. **Management Response:** Space for management to acknowledge or respond to the findings and recommendations.
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### **Conclusion**

- Summarizes the overall outcomes of the audit.
  - Emphasizes key areas of concern or improvement.
  - Reiterates the importance of addressing identified issues for the betterment of the organization.
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### **Appendices (as needed)**

- Supporting documents, evidence, or detailed data used during the audit.
- Any additional information that supplements the main report.