

Bank Internal Audit Checklist

Audit Information

- **Audit Title:** [e.g., Financial Transactions Audit]
- **Audit Date:** [Enter date]
- **Auditor(s):** [Enter names]
- **Department/Process:** [e.g., Loan Department]
- **Audit Objectives:** [e.g., Ensure compliance with banking regulations and risk management practices]

Checklist Table

Checklist Item	Criteria/Standard	Compliance (Yes/No)	Evidence Observed	Comments/Notes	Action Required
Customer KYC Process	Regulatory Guidelines (e.g., AML)		Verified customer documents	Missing info in some records	Update customer files
Loan Approval Procedures	Bank Policy Manual		Loan approval reports	No issues noted	None
Cash Management and Balances	Reserve Bank Compliance		Daily cash reports	Variances observed	Investigate anomalies

IT System Security	Cybersecurity Framework		Penetration test results	Outdated software version	Schedule update
Internal Controls for Fraud Prevention	Bank Risk Policy		Fraud monitoring logs	Missing escalations	Enhance procedures

Audit Findings

- **Summary of Non-Conformities:** [e.g., Delayed reporting of loan defaults]
- **Opportunities for Improvement:** [e.g., Automate KYC updates]
- **Best Practices Observed:** [e.g., Effective fraud detection software]

Corrective Action Plan

- **Non-Conformity:** [e.g., Inconsistent application of interest rates]
- **Root Cause:** [e.g., Manual errors]
- **Action Plan:** [e.g., Implement automation in rate application]
- **Responsible Person:** [Name/Title]
- **Deadline:** [Date]

Conclusion

- **Overall Audit Status:** [Compliant/Non-Compliant]
- **General Comments:** [e.g., Significant improvement in loan management]