### **Company Internal Audit Report**

**Title Page**

* Title: Internal Audit Report – [Company Name]
* Audit Area: (e.g., HR Processes, IT Security, Financial Processes).
* Date:
* Prepared By: (Internal Audit Team).

**Executive Summary**

* Summary of key issues (e.g., non-compliance, inefficiencies).
* Recommendations and overall opinion.

**Introduction**

* Purpose: Improve efficiency and ensure regulatory compliance.
* Scope: Define processes or departments audited (e.g., procurement, IT security).

**Objectives and Scope**

* Assess adherence to company policies and legal standards.
* Identify process bottlenecks and potential risks.

**Methodology**

* Techniques: Surveys, system testing, financial analysis.
* Criteria: Company policy, industry standards, regulatory guidelines.

**Findings and Observations**

* Examples:
  1. Unauthorized system access (IT).
  2. Vendor payment delays (Finance).
  3. Lack of proper onboarding process (HR).

**Recommendations**

* Enhance cybersecurity measures, streamline payment approval processes, and develop structured onboarding guidelines.

**Conclusion**

* Assurance that recommendations will improve overall efficiency and compliance.

**Action Plan**

* Timeline for implementing recommendations with key accountable personnel.