

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.