**ABC Limited – Halol**

Audit Report for Finance

(**Draft report**)

|  |  |
| --- | --- |
| **Area** | Finance & accounts |
| **Process** | Bank Management |
| **Sub Process** | Assest |
| **Date of report** | 27 March 2020 |
| **Audit Period** | 1April 2020 – 31 Jun 2020 |
| **Closing meeting** | 1 May 2020 |
| **Period** | JAN-MAR |
| **Status** | Pending |
| **Rating** | Good |

**Distributor(s)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sr. No** | **Name** | **Email** | **Designation** |
| 1 | Abc | [abc@example.com](mailto:abc@example.com) | Manager |
| 2 | Pqr | [pqr@example.com](mailto:pqr@example.com) | Manager |

**Reviewer(s)**

|  |  |  |  |
| --- | --- | --- | --- |
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**List of Content**

1. Overview and Background
2. Audit scope & objective
3. Comments
4. Detailed Findings / Issues/ Findings

1. Overview and Background

It is a long-established fact that a reader will be distracted by the readable content of a page when looking at its layout. The point of using Lorem Ipsum is that it has a more-or-less normal distribution of letters, as opposed to using 'Content here, content here', making it look like readable English. Many desktop publishing packages and web page editors now use Lorem Ipsum as their default model text, and a search for 'lorem ipsum' will uncover many web sites still in their infancy. Various versions have evolved over the years, sometimes by accident, sometimes on purpose (injected humor and the like).

1. Audit scope & objective

It is a long-established fact that a reader will be distracted by the readable content of a page when looking at its layout. The point of using Lorem Ipsum is that it has a more-or-less normal distribution of letters, as opposed to using 'Content here, content here', making it look like readable English. Many desktop publishing packages and web page editors now use Lorem Ipsum as their default model text, and a search for 'lorem ipsum' will uncover many web sites still in their infancy. Various versions have evolved over the years, sometimes by accident, sometimes on purpose (injected humor and the like).

1. Comments

|  |  |  |
| --- | --- | --- |
| Name | Comment | Date/Time |
| **Paul Ruggles** | It is a long-established fact that a reader will be distracted by the readable content of a page when looking at its layout. The point of using Lorem Ipsum is that it has a more-or-less normal distribution of letters, as opposed to using 'Content here, content here', making it look like readable English. | 28 April 2020 4:44PM |

1. Detailed Findings

**4.1 Observation**

|  |  |
| --- | --- |
| **Rating** | Good |
| **Type** | Reportable |
| **Category** | Lorem Ipsum |
| **Status** | Completed |
| **Repeat Observation** | Yes |

1. **Heading Process**

Lorem Ipsum a more-or-less normal distribution of letters, as

1. **Sub Process**

Lorem Ipsum

1. **Background**

It is a long-established fact that a reader will be distracted by the readable content of a page when looking at its layout. The point of using Lorem Ipsum is that it has a more-or-less normal distribution of letters, as opposed to using 'Content here, content here', making it look like readable English.

1. **Observation**

It is a long-established fact that a reader will be distracted by the readable content of a page when looking at its layout. The point of using Lorem Ipsum is that it has a more-or-less normal distribution of letters, as opposed to using 'Content here, content here', making it look like readable English.

1. **Root Cause**

It is a long-established fact that a reader will be distracted by the readable content of a page when looking at its layout. The point of using Lorem Ipsum is that it has a more-or-less normal distribution of letters, as opposed to using 'Content here, content here', making it look like readable English.

1. **Implication**

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1. **Recommendation**

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1. **Add Table**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Lorem Ipsum** | **Ipsum** | **Lorem** | **Ipsum** | **Lorem** |
| Ipsum | Lorem Ipsum | Lorem Ipsum | Lorem Ipsum | Lorem Ipsum |
| Lorem | Lorem Ipsum | Lorem Ipsum | Lorem Ipsum | Lorem Ipsum |
| Lorem Ipsum | Lorem Ipsum | Lorem Ipsum | Lorem Ipsum | Lorem Ipsum |
| Ipsum | Ipsum | Lorem Ipsum | Lorem Ipsum | Lorem Ipsum |
| Lorem | Lorem Ipsum | Lorem Ipsum | Lorem Ipsum | Lorem Ipsum |

1. **Upload Image:**

|  |  |
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|  |  |

1. **Working File Upload**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| It is a long-established fact that a reader will be distracted by the readable content of a page when looking at its layout. The point of using Lorem Ipsum is that it has a more-or-less normal distribution of letters, as opposed to using 'Content here, content here', making it look like readable English.     |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Lorem Ipsum** | **Ipsum** | **Lorem** | **Ipsum** | **Lorem** | | Ipsum | Lorem Ipsum | Lorem Ipsum | Lorem Ipsum | Lorem Ipsum | | Lorem | Lorem Ipsum | Lorem Ipsum | Lorem Ipsum | Lorem Ipsum | | Lorem Ipsum | Lorem Ipsum | Lorem Ipsum | Lorem Ipsum | Lorem Ipsum | | Ipsum | Ipsum | Lorem Ipsum | Lorem Ipsum | Lorem Ipsum | | Lorem | Lorem Ipsum | Lorem Ipsum | Lorem Ipsum | Lorem Ipsum |     It is a long-established fact that a reader will be distracted by the readable content of a page when looking at its layout. The point of using Lorem Ipsum is that it has a more-or-less normal distribution of letters, as opposed to using 'Content here, content here', making it look like readable English. |
|  |

**4.2 Management Comments**

|  |  |
| --- | --- |
| **Target Date** | 25-May-2020 |
| **Linked Observation** | Lorem Ipsum |
| **Status** | Open |
| **Disposition** | Reportable |
| **Auditor** | Tom Jack |

1. **Management Response**

It is a long-established fact that a reader will be distracted by the readable content of a page when looking at its layout.

1. **Conclusion**

The point of using Lorem Ipsum is that it has a more-or-less normal distribution of letters, as opposed to using 'Content here, content here', making it look like readable English.

1. **Responsible Person**

|  |  |  |  |
| --- | --- | --- | --- |
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