

## SAMPLE INTERNAL AUDIT REPORT

Issued to:

<b>Audit Title:</b>	Review of Branches
<b>Business Unit:</b>	Branch Operations and its sub-units
<b>Audit Period</b>	April 2020 to June 2020
<b>Audit Date</b>	24 August, 2020 to 28 August, 2020
<b>Audit Type</b>	Standard

## SUMMARY OF FINDINGS

Findings	Rating	Status
Monthly Review of Controls for Effectiveness not in Place	High	Closed
Monthly Review of Controls for Effectiveness not in Place	Medium	Closed
Monthly Review of Controls for Effectiveness not in Place	Low	Open

## DETAILS OF FINDINGS

<b>Finding</b>	Monthly Review of Controls for Effectiveness not in Place
<b>Description</b>	The monthly review of controls taking to determine how effective the control is and if should be modified is not being done.
<b>Rating</b>	High
<b>Cause</b>	Control is reviewed monthly but there has been no significate change to necessitate revision to the controls
<b>Impact</b>	Over controlled risks and inefficient controls
<b>Management response</b>	The controls will be reviewed monthly
<b>Recommendation</b>	The head of the business unit should ensure that controls reviews are properly documented and reported.
<b>Owner</b>	Head of Business Unit
<b>Date</b>	28 August 2020