

COMPANY LOGO

COMPANY NAME

REVIEW OF???? FUNCTION

MONTH AND YEAR OF REVIEW

Distribution:

Name
(Chairman of Audit Committee)

Name
(Executive Chairman)

Name
(Member of Audit Committee)

Name
(Managing Director)

Name
(Member of Audit Committee)

Name
(Chief Operating Officer)

Name
(Member of Audit Committee)

Name
(VP, Group Financial Controller)

Name
(VP, Department Head)

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Note:

* This section comprises audit objectives, scope of review, background information and supplementary analyses.

1. EXECUTIVE SUMMARY

We have carried out a review of the????? in accordance with the 20?? Audit plan for the following areas:

- 1)
- 2)
- 3)
- 4)
- 5)
- 6)

The key findings of the review are presented as follows:

Detailed action plans have been prepared by respective custodians to address the above- mentioned issues.

2. CONCLUSION

In short, the key areas that require Management's urgent attention are:

- 1) To evaluate potential improvement areas in this report.

[Signed] _____

Name

Chief Audit Executive

Date

COMPANY

LOGO

COMPANY NAME
Title of The Report

3. DETAIL FINDINGS AND RECOMMENDATIONS

APPENDIX.....9

Total Number of Findings:??

3.2 Audit Area

3.2.1 Title of Audit Finding

Findings

Audit Recommendation

Management Comments

Action Plan

Responsibility

Timeframe

3.3 Audit Area 2

3.3.1 Title of Audit Finding [recurring audit issue]

Findings

Audit Recommendation

Management Comments

Action Plan

Responsibility

Timeframe

3.3.2 Title of Audit Finding

Findings

Audit Recommendation

Management Comments

Action Plan

Responsibility

Timeframe

3.3.3 Title of Audit Finding

Findings

Audit Recommendation

Management Comments

Action Plan

Responsibility

Timeframe

APPENDIX

- 1) Audit Objectives, Scope of Review and Background Information
- 2) Supplementary Analyses
- 3) Audit Risk Ranking

Audit Objectives

The objectives of this audit are as follows:

- 1) To ensure compliance with laws, regulations, legislations, contracts, plan, policies and procedures.
- 2) To ensure internal controls are in place and effective.
- 3) To ensure significant risks associated with the???? Management function are identified, assessed, communicated and well-managed.
- 4) To safeguard company's assets and investments.
- 5) To ensure the reliability, integrity and confidentiality of information.
- 6) To review the effectiveness and efficiency of???? management function by:
 - a. Ensuring the accomplishment of established objectives and goals (KPI).
 - b. Ensuring the effective and efficient use of resources.

Scope of Review

Our scope of review is focused on the following activities and processes:

- 1) Organization & Administration
- 2)
- 3)
- 4)
- 5)
- 6)

For the purpose of carrying out the review, test-checks and samples were drawn from the population for the period from?? To ???.

Background Information

???? Department

The staff force and organization.

??? Department is headed by Vice President,????.

He is assisted by 4 managers, ???,???,???,???

Total staff force is ?? against planned headcount of ?? personnel, as tabulated below;

Staff Force	Planned Headcount					Actual Headcount				
	Unit 1	Unit 2	Unit 3	Unit 4	Total	Unit 1	Unit 2	Unit 3	Unit 4	Total
VP										
Manager										
Executive										
Non-executive										
Total										

Note:

The department organization chart is as follows;

The department functions

Unit 1

The Section Key Performance Indicators (KPIs) for ??? are as follows;

KPIs Target	Weight	Measurement

Unit 2

This section is responsible to

This section KPIs for ??? are;

KPIs Target	Weight	Measurement

Unit 3

Unit 3 main function is

KPIs for 2010 are;

KPIs Target	Weight	Measurement

Unit 4

This section KPIs for ??? are;

KPIs Target	Weight	Measurement

