

FREE PRACTICAL TEMPLATE

INTERNAL AUDIT RESOURCE LIBRARY

AUDIT FINDINGS

Audit Finding Development Template

A structured template for building clear, evidence-based findings from condition to action.



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How to use this template

This template is designed as a practical starting point for audit finding development. Complete only the fields that add value to your methodology, keep evidence references traceable, and adapt terminology to your organization. The goal is consistency without turning documentation into bureaucracy.

FINDING TITLE	ENGAGEMENT
PROCESS OWNER	RISK RATING
PREPARED BY	STATUS

GOOD TEMPLATE DISCIPLINE

- Write for the next reviewer, not only for yourself.
- Separate facts, management explanation and auditor judgment.
- Reference evidence rather than pasting everything into the form.
- Record changes to scope, ownership or conclusion as they occur.

Finding logic

CRITERIA / EXPECTED STATE

CONDITION / WHAT WAS OBSERVED

CAUSE / WHY IT HAPPENED

Impact & evidence

RISK / IMPACT

EVIDENCE REFERENCE

POPULATION / FREQUENCY

Core template - Part 2

Action

RECOMMENDED OUTCOME

MANAGEMENT ACTION

OWNER / DUE DATE

Working table

Item / topic	Owner	Due / date	Status	Notes / evidence

EXAMPLE SCENARIO

Condition: 7 of 25 supplier bank changes had no independent verification. Cause: procedure not updated after team restructure. Risk: payment diversion.

Finding logic - example

CRITERIA / EXPECTED STATE

Example entry: Condition: 7 of 25 supplier bank changes had no independent verification. Cause: procedure not updated after team restructure. Risk: payment diversion.

CONDITION / WHAT WAS OBSERVED

Document the specific evidence, rationale and owner relevant to this field.

CAUSE / WHY IT HAPPENED

Document the specific evidence, rationale and owner relevant to this field.

EXAMPLE NOTE

Examples are intentionally simplified. In a real audit file, keep the wording specific enough that another auditor can understand what happened, why it matters and which evidence supports the conclusion.

Final quality check

- ☐ All mandatory fields are complete or clearly marked not applicable.
- ☐ Evidence references are traceable to the audit file.
- ☐ Important judgments and scope changes are documented.
- ☐ Open items have an owner and target date.
- ☐ The conclusion is consistent with the evidence recorded.
- ☐ Reviewer comments have been resolved or carried forward.

SIGN-OFF / FINAL NOTES

PREPARED BY / DATE

REVIEWED BY / DATE

FINAL CONCLUSION / DECISION

OUTSTANDING FOLLOW-UP