

FREE PRACTICAL TEMPLATE

INTERNAL AUDIT RESOURCE LIBRARY

GOVERNANCE

Audit Committee Dashboard Template

A high-level dashboard template for presenting plan progress, major risks, overdue actions and emerging themes.



How to use this template

This template is designed as a practical starting point for audit committee dashboard. 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.

MEETING DATE

REPORTING PERIOD

CAE / HEAD OF AUDIT

PLAN COMPLETION

OPEN HIGH RISKS

OVERDUE ACTIONS

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.

Plan & coverage

AUDITS COMPLETED / IN PROGRESS

PLAN CHANGES

COVERAGE GAPS

Risk themes

TOP EMERGING RISKS

HIGH-RATED FINDINGS

RECURRING ROOT CAUSES

Actions & decisions

OVERDUE HIGH-RISK ACTIONS

MANAGEMENT RISK ACCEPTANCES

COMMITTEE DECISIONS NEEDED

Working table

Item / topic	Owner	Due / date	Status	Notes / evidence

EXAMPLE SCENARIO

Plan 72% complete; 3 audits rescheduled due to ERP go-live. Key recurring theme: weak master-data change controls across vendor and employee processes.

Plan & coverage - example

AUDITS COMPLETED / IN PROGRESS

Example entry: Plan 72% complete; 3 audits rescheduled due to ERP go-live. Key recurring theme: weak master-data change controls across vendor and employee processes.

PLAN CHANGES

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

COVERAGE GAPS

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.

Completion & sign-off

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

Resource note: This is a practical learning aid, not formal professional guidance. Adapt it to applicable standards, regulation and your audit methodology.