

# Audit Report

The audit report is the culmination of the audit process. It communicates the conditions found during the audit, assures you of the validity of the audit issues and provides a mechanism in table format to be used to follow-up on action plans. A quality audit report highlights your concerns; immaterial items will be omitted. The audit reports at the University of Louisville consist of an Executive Summary and a Detailed Audit Report.

## Executive Summary

The Executive Summary provides you with an overview of the audit results. The executive summary includes:

- A brief description of what was audited, objectives, scope, time periods;
- Statement that gives the proper perspective of the concerns and conclusions;
- Overall audit report rating; and,
- A table of significant issues, types, priorities, and implementation dates.

## Overall Audit Report Rating

The overall audit report rating is tied directly to the objectives of the project, and is intended to give administration an indication of the overall status of internal controls in the audited area. The available opinions are Excellent, Good, Satisfactory, Needs Improvement, and Unsatisfactory. The rating for each audit will be determined by Audit Services and is included in the Executive Summary of the audit report. The rating will be based on Audit Service's overall assessment of the significance of issues identified during the audit process. In determining the applicable opinion, the areas that Audit Services will consider include but are not limited to, the following:

- Establishment and effectiveness of internal controls, policies, procedures, systems and safety requirements;
- Compliance with policy, procedural, legal, regulatory, safety, accounting, financial, contractual and security requirements;
- Accuracy of data and information utilized and disseminated;
- Efficiency of systems and resource utilization

# Writing Audit Reports

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