

# Internal Controls Over Financial Reporting Audit Sample

## 1. Objective

The objective of this audit is to evaluate the effectiveness of internal controls over financial reporting (ICFR) in ensuring the accuracy and reliability of the organization's financial statements.

## 2. Scope

- Period audited: [Insert Period]
- Key financial processes: Revenue, Expenditure, Payroll, Procurement, Financial Close
- Departments covered: [Insert Departments]

## 3. Sample Audit Steps

1. Understand and document key processes and controls.
2. Identify key risks related to financial reporting.
3. Test design effectiveness of controls.
4. Test operating effectiveness of controls on a sample basis.
5. Document findings and recommend improvements.

## 4. Sample Controls Tested

Control Area	Control Description	Test Performed	Result
Revenue Recognition	Sales transactions are authorized and recorded in the correct period.	Reviewed sample of invoices and corresponding approvals.	[To be completed]
Expenditure Approval	All expenses above [threshold] require dual approval.	Examined approval signatures on expense reports.	[To be completed]
Account Reconciliation	Bank accounts are reconciled monthly by independent personnel.	Inspected monthly reconciliation reports.	[To be completed]
Journal Entries	Manual entries require management review and supporting documentation.	Reviewed sample of manual journal entries.	[To be completed]

## 5. Findings and Recommendations

1. **Finding:** [Sample Finding]  
**Recommendation:** [Sample Recommendation]
2. **Finding:** [Sample Finding]  
**Recommendation:** [Sample Recommendation]

## 6. Conclusion

Based on the procedures performed, the internal controls over financial reporting are considered [effective/ineffective] with respect to the areas tested. See above for details and recommendations.

## 7. Audit Sign-off

- Auditor: \_\_\_\_\_
- Date: \_\_\_\_\_

