

Webinar on

Writing Effective Audit Observations

Learning Objectives

- Criteria (Standard used for comparison of area under review)*
- Condition (Current status used in the comparison)*
- Cause (Reason that the Condition does not meet the Criteria)*
- Consequence (Risk if not corrected)*
- Corrective Actions (Action needed to manage the risk)*



This webinar will provide the basic principles for writing effective audit observations and gives complete and clear details of your analysis and the basis for your findings.

PRESENTED BY:

Jonnie Keith has been in auditing over 40 years. He retired in 2012 as the Assistant General Manager (AGM) of Internal Audit with the Metropolitan Atlanta Rapid Transit Authority (MARTA) in Atlanta, Ga. He served in that capacity for over 10 years and was responsible for administering the overall audit activities. Jonnie Keith received a BA degree in Economics from Clark Atlanta University (formerly Clark College).

On-Demand Webinar

Duration : 90 Minutes

Price: \$200

Webinar Description

This webinar will provide the basic principles for writing effective audit observations. The audit observations represent the end result of weeks of reviews, analyses, interviews and discussions. It is used to provide important information to management on the area you reviewed. And, more importantly, it provides details to management on significant issues that needs to be addressed. How well you communicate that information is critical to getting management's acceptance of your findings and their agreement with your recommendations. And ultimately, this demonstrates the value you add to the company and enhances your chances for promotions and greater salary increases.

The key to writing an effective audit observation is having a comprehensive structured process. The Institute of Internal Auditors recommends a process known as the 5Cs:

- Criteria
- Condition
- Cause
- Consequences (Effect)
- Corrective Action (Recommendation)



As you develop conclusions, findings, and recommendations, you must present them to your client in a logical, complete, and objective way. This process provides an easy way to consistently develop and present your observations. The components in this process include all the information you will need to inform and persuade.

Developing this process can be an important tool for completing and reporting observations in a timely and comprehensive way. It allows you to present those findings to your reader in a logical, complete, and objective manner and, thus, enhances the chances of the client's buy-in and their agreement to your recommendations.

This process can also serve as a basis for review by supervisors and managers. It is supported by your workpapers, and gives complete and clear details of your analysis and the basis for your findings.



Who Should Attend ?

Chief Audit Executives

Audit Supervisors, Audit Directors

Audit Managers, Staff Auditors

*Government Auditors, Compliance
Auditors*

Internal Control Specialists

Quality Control Specialists

Public Accountants

Business Analysts, Accounting Analysts

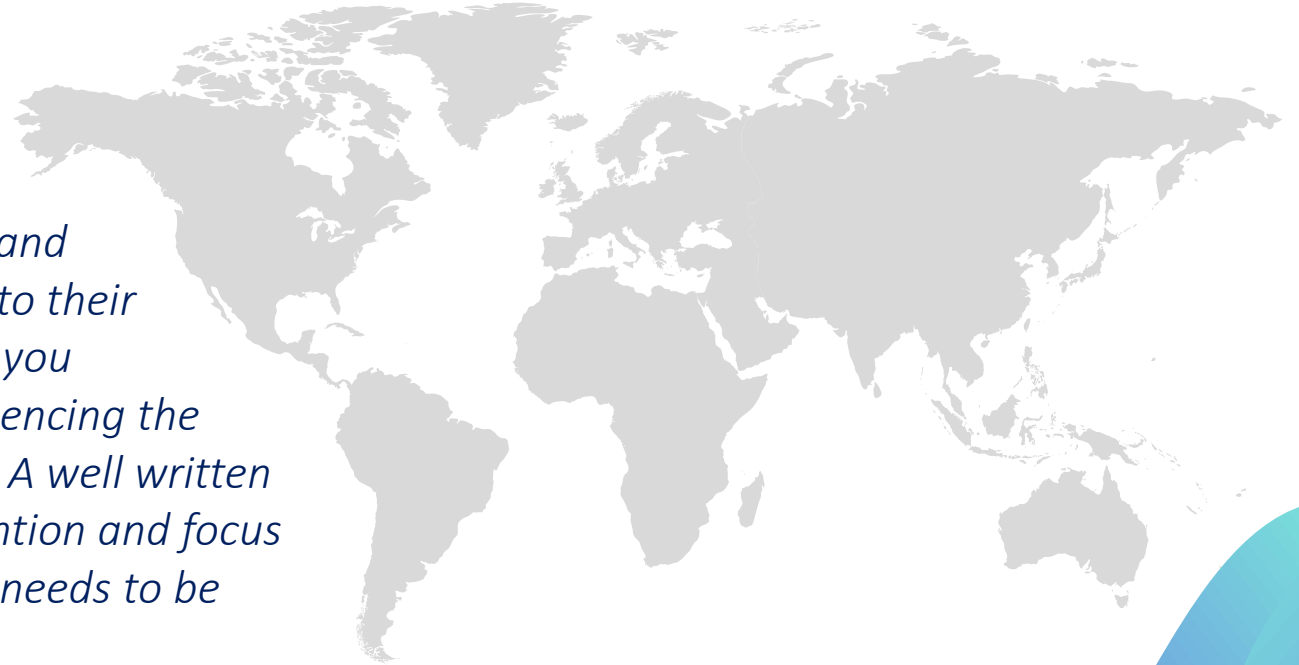


Why Should Attend ?

The audit observation is the most important Part of an audit report. It represents the end result of weeks of reviews, analyses, interviews and discussions. It is used to bring significant issues to their attention that needs to be addressed. How well you communicate that information is critical to influencing the readers and getting the results you are seeking. A well written audit observation will capture the readers' attention and focus them on the important issues in the report that needs to be addressed.

A well written audit observation adds value to your clients by providing

*Concise, understandable, and persuasive observations
Actionable recommendations*



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