

Webinar on

Putting the Quality in Audit Reports

Learning Objectives

Provide a review of the audit standards related to audit report quality

Provide a detailed review of each of the seven report quality elements:

- o Accurate*
- o Objective*
- o Clear*
- o Concise*
- o Constructive*
- o Complete*
- o Timely*

Participate in various quality report exercises



Areas Covered

- *A review of the audit standards related to audit report quality*
- *A detailed review of each of the seven report quality elements:*
 - *Accurate*
 - *Objective*
 - *Clear*
 - *Concise*
 - *Constructive*
 - *Complete*
 - *Timely*
- *Various quality report exercises*



How well you communicate that information is critical to getting management's acceptance of your findings and their agreement with your recommendations.

PRESENTED BY:

Jonnie Keith has been in auditing for 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.

On-Demand Webinar

Duration : 90 Minutes

Price: \$200

Webinar Description

How well you communicate that information is critical to getting management's acceptance of your findings and their agreement with your recommendations. A well-written audit report adds value to your clients by providing information that is:

Accurate

Objective

Clear

Concise

Constructive

Complete

Timely

In addition to audit reports, these elements can apply to all kinds of writings including:

Executive summaries

Fraud investigations

Consulting reports

Memos

General correspondence



Who Should Attend ?

Chief Audit Executives

Audit Directors

Audit Supervisors

Audit Managers

Staff Auditors

Government Auditors

Compliance Auditors

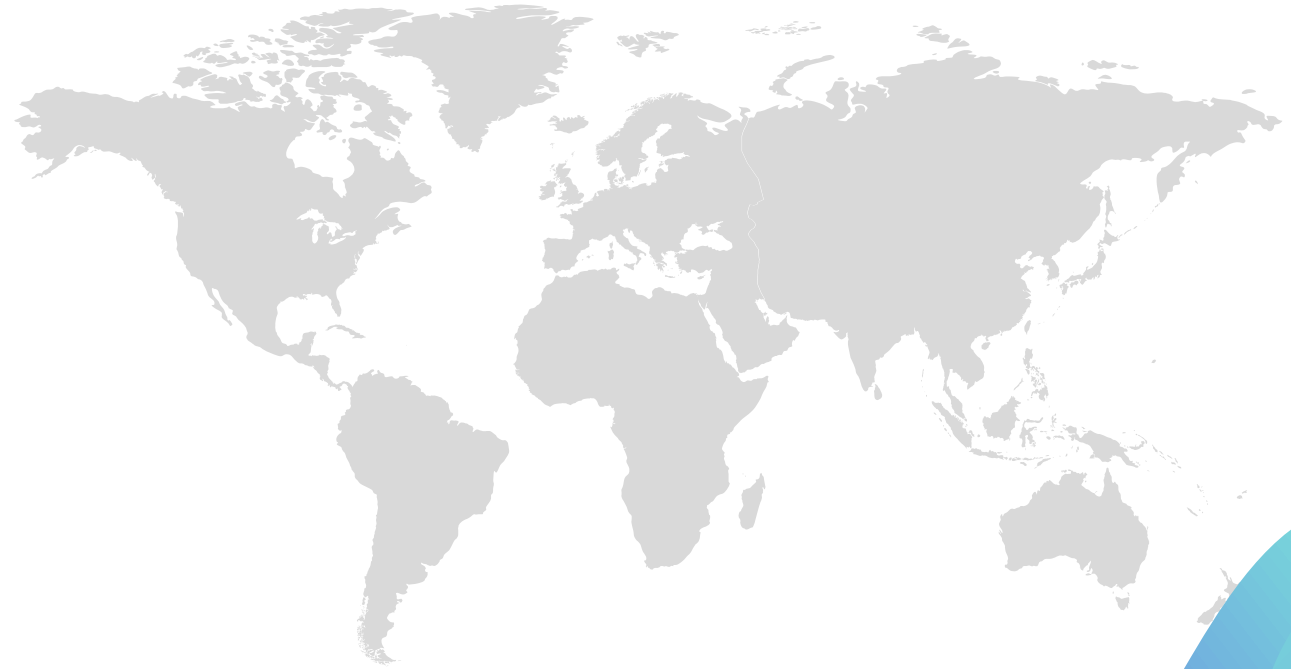
Internal Control Specialists

Public Accountants

Accounting Analysts

Business Analysts

Quality Control Specialists



Why Should You Attend ?

The objective of any report is to provide important information to management in the area reviewed. It represents the end result of weeks of reviews, analyses, interviews, and discussions. The quality of that report will have an impact on how well the report is understood and accepted. A report with the best information and recommendations may not be acted upon if the report is poorly written and hard to understand. Poor quality reports can result in management:

Misunderstanding the information and making the wrong decisions

Getting too little information and making poor decisions

Getting too much information and wasting valuable time in making decisions

Ideally, the audit report should provide management with enough information to understand:

What was done

What was found

What management should do to address the audit concerns



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