

*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:
  - *Accurate*
  - *Objective*
  - *Clear*
  - *Concise*
  - *Constructive*
  - *Complete*
  - *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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