[When using this template, aim for a maximum of 2,000 words.]

At a Glance

[To automatically generate a list of the findings from this document, right‑click anywhere inside the content below and click “Update Field.”]

Audit frame

Corporate management practices

* [Level 3 heading (worded as a finding)]

Management of [title of the operations-specific line of enquiry]

* [Level 3 heading (worded as a finding)]

## Audit frame

|  |  |
| --- | --- |
| Objective | To determine whether the systems and practices we selected for examination at [entity’s applied title] were providing the corporation with reasonable assurance that its assets were safeguarded and controlled, its resources were managed economically and efficiently, and its operations were carried out effectively, as required by section 138 of the *Financial Administration Act*. |
| Conclusion | [This text will appear in the “Conclusion” section in the final audit report template.]  [Standard text if no significant deficiency exists—unmodified conclusion] In our opinion, on the basis of the criteria established, there was reasonable assurance that there were no significant deficiencies in the corporation’s systems and practices we examined. We concluded that [entity’s applied title] maintained its systems and practices during the period covered by the audit in a manner that provided the reasonable assurance required under section 138 of the *Financial Administration Act*.  [Standard text if 1 significant deficiency exists—qualified conclusion] In our opinion, on the basis of the criteria established, there was a significant deficiency in the corporation’s [identify the specific system and practice named in report], but there was reasonable assurance that there were no significant deficiencies in the other systems and practices we examined. We concluded that except for this significant deficiency, [entity’s applied title] maintained its systems and practices during the period covered by the audit in a manner that provided the reasonable assurance required under section 138 of the *Financial Administration Act*.  [Standard text if 2 significant deficiencies exist—qualified conclusion] In our opinion, on the basis of the criteria established, there were significant deficiencies in the corporation’s [identify the 2 systems and practices named in report], but there was reasonable assurance that there were no significant deficiencies in the other systems and practices we examined. We concluded that except for these significant deficiencies, [entity’s applied title] maintained its systems and practices during the period covered by the audit in a manner that provided the reasonable assurance required under section 138 of the *Financial Administration Act*.  [Standard text for an adverse conclusion] In our opinion, on the basis of the criteria established, there were significant deficiencies in the corporation’s systems and practices we examined for corporate management and management of operations. As a result of the pervasiveness of these significant deficiencies, we concluded that [entity’s applied title] had not maintained its systems and practices during the period covered by the audit in a manner that provided the reasonable assurance required under section 138 of the *Financial Administration Act*. |

## Corporate management practices

|  |  |
| --- | --- |
| [Level 3 heading (worded as a finding)] | |
| Context | [This section provides the context the reader needs to understand the corporation’s management practices.  Content may touch on unique circumstances or current challenges that form the context of the observations presented under this L3 heading.] |
| Recommendation[s] | **Recommendation.** The corporation should . . . |

Exhibit 1—Corporate governance

| Systems and practices | Key findings |
| --- | --- |
| [List the systems and practices according to those presented in the SE plan. Do not change wording except to put the verbs in past tense.]  [Audit team places appropriate coloured dot in this column.]  [Audit team may add the criteria here as well, but it is not necessary for the discussion with the AG.] | [Optional context: Add brief context if needed to understand the key findings. Use past tense to describe key findings.]  Strengths  [Weakness / Significant deficiency] |
| [Add system and practice] | Strengths  [Weakness / Significant deficiency] |
| [Add system and practice] | Strengths  [Weakness / Significant deficiency] |
| [Add system and practice] | Strengths  [Weakness / Significant deficiency] |
| [Add system and practice] | Strengths  [Weakness / Significant deficiency] |
| **Legend—Assessment of the criteria**  Met the criteria  Met the criteria, with improvement needed  Did not meet the criteria | |

Exhibit 2—Strategic planning

| Systems and practices | Key findings |
| --- | --- |
| [List the systems and practices according to those presented in the SE plan. Do not change wording except to put the verbs in past tense.]  [Audit team places appropriate coloured dot in this column.]  [Audit team may add the criteria here as well, but it is not necessary for the discussion with the AG.] | [Optional context: Add brief context if needed to understand the key findings. Use past tense to describe key findings.]  Strengths  [Weakness / Significant deficiency] |
| [Add system and practice] | Strengths  [Weakness / Significant deficiency] |
| [Add system and practice] | Strengths  [Weakness / Significant deficiency] |
| **Legend—Assessment of the criteria**  Met the criteria  Met the criteria, with improvement needed  Did not meet the criteria | |

Exhibit 3—Corporate risk management

| Systems and practices | Key findings |
| --- | --- |
| [List the systems and practices according to those presented in the SE plan. Do not change wording except to put the verbs in past tense.]  [Audit team places appropriate coloured dot in this column.]  [Audit team may add the criteria here as well, but it is not necessary for the discussion with the AG.] | [Optional context: Add brief context if needed to understand the key findings. Use past tense to describe key findings.]  Strengths  [Weakness / Significant deficiency] |
| [Add system and practice] | Strengths  [Weakness / Significant deficiency] |
| [Add system and practice] | Strengths  [Weakness / Significant deficiency] |
| **Legend—Assessment of the criteria**  Met the criteria  Met the criteria, with improvement needed  Did not meet the criteria | |

## Management of [title of the operations-specific line of enquiry]

|  |  |
| --- | --- |
| [Level 3 heading (worded as a finding)] | |
| Context | [This section provides the context the reader needs to understand the corporation’s management of operations.  Content may touch on unique circumstances or current challenges that form the context of the observations presented under this L3 heading.] |
| Recommendation[s] | **Recommendation.** The corporation should . . . |

Exhibit 4—[Topic]—Key findings and assessment

| Systems and practices | Key findings |
| --- | --- |
| [List the systems and practices according to those presented in the SE plan. Do not change wording except to put the verbs in past tense.]  [Audit team places appropriate coloured dot in this column.]  [Audit team may add the criteria here as well, but it is not necessary for the discussion with the AG.] | [Optional context: Add brief context if needed to understand the key findings. Use past tense to describe key findings.]  Strengths  [Weakness / Significant deficiency] |
| [Add system and practice] | Strengths  [Weakness / Significant deficiency] |
| [Add system and practice] | Strengths  [Weakness / Significant deficiency] |
| [Add system and practice] | Strengths  [Weakness / Significant deficiency] |
| [Add system and practice] | Strengths  [Weakness / Significant deficiency] |
| [Add system and practice] | Strengths  [Weakness / Significant deficiency] |
| **Legend—Assessment of the criteria**  Met the criteria  Met the criteria, with improvement needed  Did not meet the criteria | |

Exhibit 5—[Topic]—Key findings and assessment

| Systems and practices | Key findings |
| --- | --- |
| [List the systems and practices according to those presented in the SE plan. Do not change wording except to put the verbs in past tense.]  [Audit team places appropriate coloured dot in this column.]  [Audit team may add the criteria here as well, but it is not necessary for the discussion with the AG.] | [Optional context: Add brief context if needed to understand the key findings. Use past tense to describe key findings.]  Strengths  [Weakness / Significant deficiency] |
| [Add system and practice] | Strengths  [Weakness / Significant deficiency] |
| [Add system and practice] | Strengths  [Weakness / Significant deficiency] |
| **Legend—Assessment of the criteria**  Met the criteria  Met the criteria, with improvement needed  Did not meet the criteria | |