Study of [insert text] by the Office of the Auditor General of Canada for the [Parliament of Canada / Legislative Assembly of XYZ]

Study Report Template

Dec-2022

Template Owner: Audit Services

Maintained by: Design and Publishing

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# Introduction

## Background

1. [Describe the subject of the study.]
2. [Insert text].

[United Nations’ Sustainable Development Goals]

1. [Insert text]. [Optional—Include this paragraph if the audit team conducted work on the entity’s (or entities’) actions in support of the United Nations’ Sustainable Development Goals.] [Suggested text: In September 2015, Canada committed to achieving the United Nations’ 2030 Agenda for Sustainable Development. In this study, we included an examination of the actions of [name of entity/entities] in support of [insert title of goal (Goal X of the United Nations’ Sustainable Development Goals)]. This goal has the following associated target: [insert text].]

## [Focus of the study / Questions addressed by this study / What this study is about]

1. This study focused on [insert text].
2. This study is important because [insert text].
3. A study is not an audit and is not intended to provide assurance on management performance or recommendations to management.
4. More details about the study’s purpose, scope, and approach are in **About the Study** at the end of this report (see pages [#]–[#]).

# Observations

## [Level 2 heading (topical)]

1. [Insert text].
2. [Optional—If the audit team conducted work on the entity’s (or entities’) actions in support of the United Nations’ Sustainable Development Goals, include the SDG logo to the right of the main finding. (Design and Publishing will insert SDG logo on the right at layout.)]

### [Insert a level 3 heading]

#### [Insert a level 4 heading (topical)]

[Level 4 headings should be short, qualified (as negative or positive), and not written as a complete sentence. For example, “Information technology systems” is a neutral heading, but “Inadequate information technology systems” is a qualified heading.]

1. [Insert text].
2. [Insert text].

#### [Insert a level 4 heading (topical)]

[Level 4 headings should be short, qualified (as negative or positive), and not written as a complete sentence.]

1. [Insert text].
2. [Insert text].

## [Level 2 heading (topical)]

1. [Insert text].

### [Insert a level 3 heading]

#### [Insert a level 4 heading (topical)]

[Level 4 headings should be short, qualified (as negative or positive), and not written as a complete sentence.]

1. [Insert text].
2. [Insert text].

#### [Insert a level 4 heading (topical)]

[Level 4 headings should be short, qualified (as negative or positive), and not written as a complete sentence.]

1. [Insert text].
2. [Insert text].

# Summary

1. [Insert text that summarizes the observations in the study].

# Endnotes [Insert if applicable]

[Consult with the OAG’s editorial team for preferred format of endnotes.]

# About the Study

A study is not an audit and is not intended to provide assurance on management performance or recommendations to management.

Purpose

The purpose of this study was to [insert text].

Scope and approach

[The scope statement should describe the boundaries of the study and, if applicable, what was excluded. This section should also provide an informative summary of the study approach and work performed*.*]

[Insert text].

[We did not examine [insert text]]. [Optional—Add text only if the team considers that the reader would expect the scope to include something that it does not.]

[Insert text]. [Optional—If the audit team conducted work on the entity’s (or entities’) actions in support of the United Nations’ Sustainable Development Goals, include this paragraph to provide a description of the work performed.]

[Period covered by the study] [Optional—include only if relevant]

[The study covered the period from [day month year] to [day month year].]

Study team

This study was completed by a multidisciplinary team from across the Office of the Auditor General of Canada led by [name], Principal. The principal has overall responsibility for quality.