

Audit Findings Summary

Date: [Insert Date]

To: [Charity Name]

From: [Your Name]

Subject: Summary of Audit Findings

Introduction

We have completed our audit of [Charity Name] for the fiscal year ending [Insert Date]. Below is a summary of our findings:

1. Financial Management

- Finding: [Description of finding]

- Recommendation: [Description of recommendation]

2. Compliance with Regulations

- Finding: [Description of finding]

- Recommendation: [Description of recommendation]

3. Internal Controls

- Finding: [Description of finding]

- Recommendation: [Description of recommendation]

Conclusion

We appreciate the cooperation of the staff during the audit and trust that the recommendations provided will enhance the operations of [Charity Name]. Should you have any questions regarding this summary, please feel free to contact me.

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]