

Operational Audit Report

Date: [Insert Date]

To: [Insert Charity Name]

Address: [Insert Address]

Subject: Operational Audit Findings

Dear [Insert Recipient Name],

We are pleased to present the operational audit findings for [Insert Charity Name] conducted from [Insert Start Date] to [Insert End Date]. This audit aimed to evaluate the operational efficiency and effectiveness of your organization in achieving its charitable objectives.

Objectives of the Audit

- Assess compliance with applicable regulations and policies.
- Evaluate the adequacy of internal controls.
- Identify areas for improvement in operational processes.

Key Findings

1. [First Finding]
2. [Second Finding]
3. [Third Finding]

Recommendations

1. [First Recommendation]
2. [Second Recommendation]
3. [Third Recommendation]

We appreciate the cooperation of your organization during the audit process. Please feel free to reach out if you have any questions regarding this report.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]