☑ Audit Reporting Checklist

- ☐ Work off a findings sheet that has been discussed and agreed to by management.

- ☐ Every detail in the report correlates to what was in your findings sheet.

- ☐ Use bullet points wherever possible.

- ☐ Keep each bullet to one line.

- ☐ Remove all unnecessary adjectives and adverbs.

- ☐ Highlight/Circle/Bold/Italicize major takeaways.

- ☐ Use numbers or percentages to describe facts wherever possible.

- ☐ Use tables or graphs to summarize key information wherever possible.

- ☐ Report contains clear references, indices, and appendices.

- ☐ All verifiable claims are annotated.

- ☐ All annotated claims map to a reference.

- ☐ Remove soft/indirect recommendations *(such as "Management should consider...")*.
  Replace with direct language recommending corrective actions.

- ☐ Remove blaming/inflammatory statements *(such as "Management failed to...")*.
  State the issue and the recommended corrective action instead.

- ☐ Check spelling: use Microsoft Word or Google Docs spell check tools.

- ☐ Check readability: use the Flesch Reading Ease or Flesch-Kincaid Grade Level tests.