

MEMORANDUM

TO: All Department Heads and Relevant Staff

FROM: Internal Audit Department

DATE: [Insert Date]

SUBJECT: Memorandum On Internal Audit Preparation And Documentation

This memorandum serves to notify all departments of the upcoming internal audit scheduled to commence on [Insert Start Date]. The objective of this audit is to evaluate internal controls, ensure compliance with company policies, and verify the accuracy of financial and operational reporting.

1. Preparation Requirements

All departments are requested to review their current processes and ensure that all operations are aligned with established standard operating procedures (SOPs). Please identify a primary point of contact who will be responsible for coordinating with the audit team.

2. Documentation Requests

To facilitate a smooth audit process, please have the following documentation organized and available by [Insert Due Date]:

- Updated process maps and workflow charts.
- Financial records and transaction receipts for the period of [Insert Period].
- Approval logs and authorization signatures.
- Access control lists and personnel training records.
- Previous audit remediation reports (if applicable).

3. Interview Availability

Audit staff may require brief interviews with key personnel. Please ensure that staff members are briefed on the audit's purpose and are available to provide clear, transparent information regarding their daily tasks.

4. Confidentiality

All information shared during this audit will be handled with the strictest confidentiality and will be used solely for the purpose of improving organizational efficiency and compliance.

Should you have any questions regarding the scope of this audit or the documentation required, please contact the Internal Audit Department at [Insert Extension/Email].

Thank you for your cooperation.

Best regards,

[Insert Name]

Chief Audit Executive / Internal Audit Manager