

Date: [Insert Date]

To: [Insert Name/Department]

From: [Insert Auditor Name/Internal Audit Department]

Subject: Audit Findings: Firm Expense and Credit Card Policies

Dear [Insert Name],

This letter summarizes the results of the recent audit conducted on compliance with the Firm's Expense and Credit Card Policies for the period of [Insert Period].

Audit Objective

The objective was to ensure that all business expenses and corporate credit card transactions align with established company guidelines, possess proper documentation, and received authorized approval.

Key Findings

- **Missing Documentation:** [Insert percentage or number] of transactions reviewed lacked itemized receipts.
- **Policy Non-Compliance:** Several instances were identified where [Insert specific issue, e.g., personal expenses or unapproved travel categories] were charged to firm cards.
- **Approval Delays:** A significant number of expense reports were submitted or approved beyond the required [Insert Number] day window.
- **Inaccurate Coding:** Expenses were frequently allocated to incorrect general ledger accounts.

Required Actions

To address these findings, the following actions are required by [Insert Deadline Date]:

1. Submit missing documentation for the specific transactions listed in the attached report.
2. Attend a mandatory refresher training session on expense policy requirements.
3. Implement a secondary review process for departmental approvals.

Conclusion

Adherence to these policies is essential for financial accuracy and regulatory compliance. Please provide a formal response regarding the steps taken to rectify these findings by [Insert Date].

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]