HOW TO
DRAW ATTENTION TO YOUR AUDIT REPORT
BECAUSE IT DESERVES SOME LOVE!

START STRONG

Begin with risks or recommendations instead of background info and boring audit lingo.

CUT THE FLUFF

If it isn't an element of a finding, conclusion, scope, objective or methodology, get rid of it so the reader can easily see the truth!

FOCUS ON WHAT MATTERS

Vulnerable populations, safety and health are topics worth auditing. Purchase order controls... not so much. With limited resources, focus your efforts on auditing to ensure basic human needs are met and the reader will care more.

IMPORTANT

ADD SOME NUMBERS

Add context to give your findings gravitas. How big is the program? How many people are served? How much funding can be saved or lost? Simple graphics help make numbers more fun and easy for the reader to digest.

25
75 %
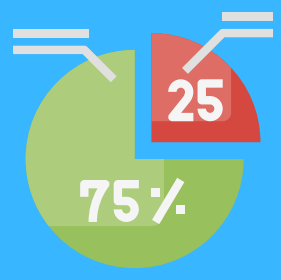
MAKE IT PRETTY

No, your audit report isn't a pig. But, yes, you should put lipstick on it! Carefully apply font, white space, subtitles, pictures & color. Invest in beauty!