**Audit Plan: Form 10**

**Instructions:**

1. See section 3C for examples
2. Open the audit plan example in the section 11 reference folder
3. Header section – Your info and name of engagement) Audit Plan Property Management Bureau Audit
4. Below the header and above the background section state the purpose of the engagement
5. Using the org chart or research complete the background staffing information
6. Write your objectives, questions you want to answer in a statement format
   1. Use terms such as
      1. Determine
      2. Verify
      3. Ensure
      4. Evaluate
   2. Stay away from the three E’s in your objectives
      1. Efficiency
      2. Economy
      3. Effectiveness
7. The sections are NOT listed her, just the subsections- each subsection should have a corresponding objective listed in the plan.

**Template Instructions:**

*Modify this Microsoft Word template and text as needed for your engagement. While making your modifications* ***don’t forget to remove the yellow highlighted areas****! Lt Dan*

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| --- | --- | --- | --- |
| **To:** |  | **Date:** |  |
|  |  | | |
| **From:** |  | | |
|  |  | | |
| **Subject:** | **XX audit plan** | | |
|  | | | |

**Background**

**Scope**

**General Objectives**

**Audit Staffing**