

Financial Audit Discrepancy Root Cause Analysis Report

Report Date:

Prepared By:

Department/Unit:

Audit Details

Audit Period:

Auditor(s):

Audit Reference No.:

Discrepancy Summary

Description of Discrepancy	
Date Identified	
Amount Involved	
Related Accounts/Transactions	
Initial Impact Assessment	

Root Cause Analysis

Method(s) Used (e.g., 5 Whys, Fishbone Diagram)	
Contributing Factors	
Underlying Root Cause(s)	
Supporting Evidence	

Corrective Actions & Recommendations

Action/Recommendation	
Responsible Person/Department	
Implementation Timeline	
Follow-Up Review Date	

Management Comments

Sign-Off: