

FISCAL AUDIT
SUMMARY OF EXIT CONFERENCE POINT SHEET(S)¹ NO. _____

Non-Profit Organization (NPO)	
Program No(s):	
Audit Period:	
Auditor-In-Charge:	
Date of Exit:	

CONDITION:
 COST I/C BOD

- *What is*
- Situation that exists
- Determined and documented during the audit

CRITERIA:

- *What should be*
- Laws, rules and regulations
- State and Departmental policies and procedures
- Accounting Standards

CAUSE:

- *Why the deviation from the criteria occurred*
- Why laws, rules, regulations, policies and procedures outlined in the criteria were not followed

EFFECT

- *What happened or could happen because the condition differed from the criteria*
- Answers the "so what?" question
- What is the result and significance of this?

CONCLUSION:

- *Summary of findings*
- Final outcome

RECOMMENDATION:

- *What is needed to correct the condition and improve operations*
- Describes the course of action the auditee should take to correct the condition identified during the audit

¹Pursuant to Government Auditing Standards issued by the Comptroller General of the United States, revised December 2011, Chapter 6, sections 6.73 - 6.77, the Elements of a Finding include the Criteria, Condition, Cause, Effect, and Conclusion.