




Writing Audit Reports by Objectives

 16 hours CPE Credit

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COURSE DESCRIPTION

Accepted practice in performance auditing is to begin an audit with objectives based on user needs and to develop a report that answers those objectives. This course is grounded on the concept that using audit objectives as the logical, integrated basis from planning through reporting helps you organize your message and write reports that succinctly communicate the audit results. In practice exercises, write audit objectives that, when answered, will tell audit results as a story. In a case exercise, use a report conference to reach agreement on the message before writing; organize the report message to answer the audit objectives, and; write a finding synopsis.

WHAT YOU WILL LEARN

After successful completion of this course, participants should be able to:


- Design a report to solve the problem of multiple audiences
- Explain the effect objectives have on findings and message formulation
- Write objectives for process-oriented and results-oriented audits that identify performance aspects and finding
- Elements to be developed and form an outline for the report
- Organize a finding that answers the audit objectives using different methods and advance organizers such as captions and topic sentences
- Apply general guidelines for selecting appropriate visual aids

WHO SHOULD ATTEND

Auditors who want to enhance their report-writing skills.

TUITION FEES

With funding support from the United States Department of the Interior, Office of Insular Affairs courses are available free of charge for government accountability professionals within insular areas. The course fee is waived, and there is no cost for registering and attending. For professionals who do not meet the above criteria, please contact info@pitiviti.org.

 **February 12 – 13, 2025**
8:30 a.m. – 4:30 p.m.

 **16 CPE Credit Hours**

 **On-Site Delivery**

 **American Samoa**

 **TBD**

 **Contact: Mike Edmonds**

[SEND EMAIL](#)

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COURSE DATE AND TIME

This is specifically designed for the American Samoa's Territorial Audit Office. The course will be held in American Samoa on *Wednesday-Thursday, February 12-13, 2025, 6:00 a.m. – 3:00 p.m.*



INSTRUCTOR

Drummond Kahn

Drummond Kahn serves on the faculty of the Graduate School USA, training auditors and financial managers in the U.S. and overseas. Since 1990, Mr. Kahn has served in federal, state, and local government auditing positions, including Chief of Internal Audit Services for the Oregon Department of Transportation, Director of Audit Services for the City of Portland, State Audit Administrator for the Oregon Audits Division, and in the U.S. Government Accountability Office.

Mr. Kahn is a past national Association of Local Government Auditors President. He teaches graduate courses at Portland State University's Hatfield School of Government and in the University of Oregon's Master of Accounting program.

In 2014, Mr. Kahn was named one of the 15 Most Influential Professionals in Government Auditing by the Institute of Internal Auditors' American Center for Government Auditing in recognition of "professionals who have positively impacted the practice of auditing in the public sector. In 2013, the Association of Government Accountants presented Mr. Kahn with the Frank Greathouse Distinguished Leadership Award for "sustained, outstanding leadership in financial management, resulting in notable contributions to the profession." In 2018, he was recognized with a Lifetime Achievement Award by the Association of Local Government Auditors.

Mr. Kahn holds a master's degree from the University of Oregon and a bachelor's degree from Whitman College. He is a Certified Internal Auditor, Certified Government Financial Manager, and Certified Government Auditing Professional. He has served on the Comptroller General's Advisory Council on Government Auditing Standards since 2009 and has chaired the Council since 2016.



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