

**FISCAL AUDIT**  
**SUMMARY OF EXIT CONFERENCE POINT SHEET(S)<sup>1</sup> NO. \_\_\_\_\_**

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

**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

<sup>1</sup>Pursuant 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.