

## APPENDIX 2

### South Derbyshire District Council – Internal Audit Service

#### Audit Assignment Satisfaction Questionnaire

This questionnaire relates to the following:

Audit/audit work:

Date of Audit Report/Memorandum:

Auditor(s):

Audit Manager:

Head of Service:

Unit Manager responsible for audited area:

	Were you satisfied that/with:	Tick		Give reasons if no
		Yes	No	
1	Sufficient notice was given to arrange any necessary visits (planned audit work)?			
2	The level of consultation on the scope and objectives of the audit?			
3	The Auditor's understanding of your systems and operational issues?			
4	The audit was carried out efficiently with minimum disruption?			
5	The level of consultation during the audit			
6	The audit was carried out professionally and objectively?			
7	The draft report and/or exit interview addressed the key issues and was soundly based?			
8	Your opportunity to comment on the findings?			
9	The final report in terms of its clarity and conciseness?			
10	The timely issue of the final report?			
11	The recommendations in the final report will improve control and/or performance?			
12	The audit was constructive and added value overall?			

Signed:

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Position:

Date: