

Stakeholder Communication Summary Sheet

Audit Report: Q2 Financial Compliance Review

Report Reference:	AR-2024-06-15
Date Issued:	15 June 2024
Prepared by:	Internal Audit Department

1. Key Stakeholders

Name/Group	Role	Contact
John Smith, CFO	Report Recipient	john.smith@company.com
Maria Tan, Finance Team	Audit Respondent	maria.tan@company.com
Audit & Risk Committee	Oversight / Governance	arc@company.com

2. Key Messages

- Main findings: No material breaches detected; minor process improvements recommended.
- Action required: Implement control adjustments before next quarter.
- Follow-up: Audit team to review progress by 30 September 2024.

3. Distribution Log

Date Sent	Stakeholder	Method
15 June 2024	John Smith	Email
16 June 2024	Maria Tan	In-person meeting
17 June 2024	Audit & Risk Committee	Committee Session

4. Feedback Received

- CFO acknowledged recommendations and committed to address by August.
- Finance Team requested clarity on timeline for control updates.

Important Notes

- This summary should be updated as feedback is received and actions are completed.
- Ensure all key stakeholders acknowledge receipt of the audit report.
- Use clear, concise language to avoid misinterpretation of audit findings.
- Maintain version control when sharing updated summary sheets.