

# Key Findings Board Audit Report

**Prepared for:** Board of Directors  
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**Prepared by:** Internal Audit Department

## Executive Summary

This report summarizes critical observations and key findings from the recent audit, based on the review of internal controls, risk management, and compliance processes. The objective is to provide actionable insights and areas for improvement.

## Key Findings Summary

#	Finding	Risk Level	Recommendation
1	Gaps in segregation of duties within payment process	High	Implement dual-authorization for all transactions over \$5,000
2	Incomplete documentation for expense approvals	Medium	Establish standardized expense approval workflows
3	Outdated access rights for several ex-employees	High	Review user access quarterly and remove obsolete accounts
4	Periodic inventory reconciliation not consistently performed	Medium	Schedule monthly inventory checks and record results
5	Non-compliance with new data privacy guidelines	High	Update privacy policy and provide staff training

## Conclusion

The board is encouraged to review and prioritize remediation of the high-risk findings. Management's prompt action on these recommendations will further strengthen the organization's control environment and risk resilience.

## Important Notes

- This document is confidential and intended solely for board and authorized management review.
- Key Findings reports are summary documents; referenced detailed audit working papers are available upon request.
- Timely management response and follow-up are vital to address high and medium risk issues.
- Findings and recommendations should be periodically revisited to assess remediation progress.