

Comprehensive Follow-up Report for Audit Actions

I. Report Information

Date of Report: _____
Prepared by: _____
Department: _____
Reference Audit Report: _____
Period Covered: _____

II. Summary of Actions and Status

No.	Audit Finding/Observation	Recommended Action	Responsible Person/Unit	Target Completion Date	Status of Implementation	Remarks
1	Sample finding description goes here.	Detailed recommended action for resolution.	Finance Dept.	2024-08-30	Ongoing	Partial completion, pending supplier response.
2	Another finding or observation example.	Proposed corrective/preventive measures.	HR Dept.	2024-07-15	Completed	Documentation updated accordingly.

III. Issues, Delays, and Challenges

Summarize any issues or delays encountered during the implementation of audit actions (e.g., resource constraints, process gaps, external dependencies).

IV. Recommendations for Further Action

Provide additional recommendations or escalation if original actions remain unaddressed or require management intervention.

V. Attachments

List or reference supporting documents (e.g., updated procedures, email correspondences, evidence of completed actions).

Important Notes:

- This report ensures transparency and accountability in the implementation of audit recommendations.
- All sections must be updated and completed with accurate, up-to-date information before submission.
- Supporting evidence should be attached or referenced for each completed action.
- Regular follow-up reports assist in tracking ongoing actions and support continuous improvement.