

# 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.