

Final Follow-up Report on Audit Recommendations

1. Audit Information

Audit Title	Enter Audit Title Here
Audit Reference No.	XXX-XXXX
Date of Original Audit	YYYY-MM-DD
Date of Follow-up	YYYY-MM-DD
Auditee Department	Enter Department Name
Auditors	Names of Auditors

2. Status of Recommendations

No.	Recommendation	Management's Action	Status	Remarks
1	Enter recommendation textâ€¦	Describe action takenâ€¦	Implemented / In Progress / Not Implemented	Comments if any
2	Enter recommendation textâ€¦	Describe action takenâ€¦	Implemented / In Progress / Not Implemented	Comments if any

3. Conclusion

Summarize the outcome of the follow-up review, noting the overall implementation of the recommendations and any outstanding issues.

Prepared By

Date: _____

Reviewed By

Date: _____

Important Notes:

- This report documents the final status of audit recommendations and should be filed with audit records.
- Ensure all actions taken by management are supported by evidence and are referenced where appropriate.
- Outstanding recommendations should be specifically highlighted for future monitoring.
- Recommendations marked as implemented are subject to verification during subsequent audits.
- Version control and approval signatures are required for report validity.

