

Audit Recommendation Status Report

Report No.: AR2024-05

Date: 2024-06-15

Auditee: XYZ Department

Period Covered: Jan 2024 – Jun 2024

Prepared by: Internal Audit Office

1. Introduction

This report presents the status of action taken by the auditee on recommendations issued during the audit completed for the referenced period. The purpose is to update management on progress, ensure accountability, and promote timely resolution of identified issues.

2. Summary of Recommendations

No.	Recommendation	Responsible Person	Target Date	Status	Management Comments / Action Taken
1	Implement quarterly reconciliation of inventory records.	John Smith	2024-03-31	Completed	Process established. First reconciliation done in March.
2	Segregate duties in payment authorization process.	Mary Lee	2024-04-15	Pending	Awaiting approval for revised workflow.
3	Update and document IT security policies.	Alex Tan	2024-05-30	In Progress	Draft under review by IT manager.

3. Summary of Status

Out of 3 total recommendations:

- 1 completed
- 1 in progress
- 1 pending

4. Conclusion

The Internal Audit Office will continue to monitor the implementation of outstanding recommendations. Timely action is required to address control weaknesses and enhance operational effectiveness. Further updates will be provided in the next reporting cycle.

Important Notes

- This document should be regularly updated and distributed to relevant stakeholders.
- Ensure that responsibility and target dates are clearly assigned for each recommendation.
- Management comments are essential for transparency and accountability.
- Retention of this report is important for audit follow-up and future reference.
- This format may be adapted to meet organizational or regulatory requirements.