

Follow-up Reporting on Audit Recommendations

Reporting Period:

e.g., Q1 2024

Department:

e.g., Finance Department

Summary Table

No.	Audit Recommendation	Initial Response/Action Plan	Responsible Person	Target Date	Current Status/Progress
1	Example: Improve cash reconciliation process	Implemented new weekly reconciliation procedures	Jane Doe	2024-04-30	Completed
2	[Add here]	[Add here]	[Add here]	[Add here]	[Add here]

Remarks / Additional Comments

Add any relevant comments or contextual information here...

Important Notes

- This document should be updated regularly and shared with audit and management teams.
- Ensure all recommendations are tracked until fully implemented or officially closed.
- Responsible persons should review and validate current status before submission.
- Retain all supporting evidence of actions taken for eventual verification.
- Timely follow-up helps ensure organizational risks are addressed effectively.