

Appendices / Inclusion

Operational Audit Findings Report

Appendix A: Detailed Findings Summary

Ref. No.	Finding	Risk Rating	Recommendation	Management Response
F-01	Inefficient inventory tracking found in Warehouse Section	Medium	Implement barcode system for inventory control	Accepted, implementation by Q4 2024
F-02	Lack of periodic reconciliation of petty cash fund	High	Enforce monthly reconciliations	Management to assign responsible officer
F-03	Insufficient documentation for vendor selection	Medium	Establish documented vendor selection criteria	Accepted, revision in procurement policy underway

Appendix B: Audit Scope and Methodology

- Review of operating and internal control procedures for Procurement and Inventory.
- Conducted walkthroughs and interviews with key process owners.
- Sample testing of transactions for the period January–March 2024.
- Assessment of compliance with established policies and applicable regulations.

Appendix C: Management Action Plan

Finding Ref.	Action Step	Responsible	Target Completion
F-01	Procure and install barcode system	Warehouse Supervisor	Dec 2024
F-02	Draft and implement monthly reconciliation process	Finance Manager	Aug 2024
F-03	Update procurement manual	Procurement Head	Nov 2024

Important Notes

- This section supplements the main report by providing detailed data, summaries, and plans supporting key audit findings.
- Appendices ensure transparency and facilitate tracking of management’s responses and corrective actions.
- All data contained herein should be reviewed in conjunction with the main Audit Findings Report.
- Document retention of all appendices should be in accordance with company policy and regulatory requirements.