

Management Response to Operational Audit Findings

Audit Report Reference: [Insert Reference]

Date: [Insert Date]

Department: [Insert Department Name]

Summary Table of Findings & Responses

No.	Audit Finding	Management Response	Proposed Actions	Responsible Person	Due Date	Status
1	Example: Lack of documented procedures for inventory control.	Procedures will be developed and communicated to relevant staff.	Draft and implement inventory control SOPs.	John Doe	2024-07-31	In Progress
2	Example: Segregation of duties not evident in payment process.	Payment process will be reviewed and updated for proper segregation.	Revise payment workflow and train staff.	Jane Smith	2024-08-15	Not Started

Detailed Management Response

1. Finding: Lack of documented procedures for inventory control

Management Response: We acknowledge the absence of formal documentation and will develop standard operating procedures for inventory control. Staff will be trained accordingly.

Action Plan: Prepare documentation, communicate, and conduct training by July 2024. A follow-up review will be scheduled to ensure implementation.

Responsible Person(s): John Doe (Logistics Head)

Completion Date: 2024-07-31

2. Finding: Segregation of duties not evident in payment process

Management Response: We agree that proper segregation is required and commit to revising the process. Roles and responsibilities will be redefined for clarity.

Action Plan: Redesign payment process flow, assign roles, and provide targeted training. Completion expected by August 2024.

Responsible Person(s): Jane Smith (Finance Manager)

Completion Date: 2024-08-15

Important Notes:

- Management response documents are critical for demonstrating accountability and outlining corrective actions.
- Responses should be clear, specific, and timely to facilitate effective tracking and follow-up.
- Assigning responsible persons and due dates ensures ownership and timely resolution of audit findings.

- Regular monitoring and updates to the status of actions are recommended until all findings are fully resolved.
- The document should be reviewed and endorsed by relevant management before final submission to auditors.