

Management Response Follow-Up Format

Document Information

Document Reference	MR/FollowUp/2024/01
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Prepared by	Internal Audit Department

Follow-Up Status Table

No.	Audit Observation	Initial Management Response	Action Plan	Responsible Person	Target Completion Date	Current Status	Remarks
1	Delayed review of financial reconciliations	Finance team to improve timeline adherence	Monthly reconciliation review	Finance Manager	2024-05-31	Completed	Process updated and implemented
2	Unauthorized system access	IT security review to be conducted	Quarterly access review	IT Manager	2024-06-15	In Progress	Currently reviewing user privileges
3	Lack of documented procedures	Document and distribute SOPs	SOP rollout and training	Operations Head	2024-07-10	Pending	Draft under review

Important Notes

- This document is used to track and monitor management's follow-up on audit observations and recommendations.
- It should be updated regularly until all action items are fully implemented.
- Responsible persons and timelines must be clearly defined for effective accountability.
- All updates or changes to responses and statuses should be documented for audit trail purposes.
- Review the follow-up report in management and audit meetings for transparency and oversight.