Audit Findings Presentation Slides

Quarter Ending March 2024

1. Objectives

- Present a concise summary of key audit findings
- Highlight areas of improvement and non-conformance
- Provide recommendations for corrective actions

2. Audit Scope

- Departments Covered: Finance, Operations, HR
- Audit Period: January - March 2024
- Standards: ISO 9001:2015, Internal Policies

3. Summary of Findings

#	Finding	Risk Level	Recommendation
1	Invoices processed without authorization signatures.	High	Review and reinforce approval workflows.
2	Outdated employee training records in HR system.	Medium	Update records and implement periodic reviews.
3	Operational checklists not consistently maintained.	Low	Provide refresher training to staff.

4. Key Recommendations

1. Introduce automated controls for invoice approvals.
2. Schedule quarterly compliance audits for HR data.
3. Deploy digital forms for daily operational checklists.

5. Next Steps

- Assign action owners for each recommendation
- Monitor progress and report status in monthly meetings
- Conduct follow-up review in Q2 2024

IMPORTANT NOTES

- This document summarizes audit findings for management discussion, not a comprehensive report.
- Recommendations are based on risks identified during the audit scope period only.
- Confidential: For internal use and not for external distribution.
- Action items should be tracked and reviewed regularly to ensure timely closure.