

Audit Findings Summary Table

No.	Finding	Risk/Impact	Recommendation	Responsibility	Target Date
1	Inadequate segregation of duties in payment processing.	Potential for unauthorized transactions and financial loss.	Implement dual controls for payment approvals.	Finance Manager	30/08/2024
2	Outdated software on servers.	Increased vulnerability to security breaches.	Update systems and maintain regular patching schedules.	IT Department	15/07/2024
3	Missing supporting documents for several expense claims.	Risk of invalid expenses being reimbursed.	Enforce documentation requirements for reimbursements.	Accounts Payable	01/08/2024

Important Notes:

- This summary is based on the audit conducted for the specified period and scope.
- Findings should be addressed in a timely manner to mitigate identified risks.
- Recommendations may require process changes and should be reviewed by management.
- Responsibility assignments and target dates must be monitored for completion and effectiveness.
- This document may be shared with relevant stakeholders but should be treated as confidential.