

# Management Response Form

## General Information

Report/Issue Title

Enter the issue or report title

Reference Number

Enter reference number

Date Received

Department / Unit

Enter the department

## Findings / Issues

Summary of Findings / Issues

Describe the key findings or issues...

## Management Response

Response / Comments

Describe management's response...

Proposed Actions / Corrective Measures

List the actions to be taken...

Timeline for Completion

Enter estimated completion date or period

## Responsible Person(s)

Name and Position(s)

Enter names and positions

Prepared By

Name

Date

Approved By

Name

Date

### **Important Notes:**

- This form should be completed promptly in response to findings or audit observations.
- Ensure all information is accurate, clear, and complete.
- Management responses should address each finding specifically with proposed actions and responsible persons.
- Keep a copy of the completed form for accountability and follow-up purposes.
- Timelines and action items should be realistic and tracked for timely resolution.