

Audit Deficiency Remediation Tracking Template

#	Deficiency Description	Date Identified	Risk Level	Remediation Action	Responsible Owner	Target Completion Date	Status	Remarks
1	Missing access controls on financial records	2024-05-10	High	Implement user role-based access control	Jane Doe	2024-06-15	In Progress	Policy draft under review
2	Unreconciled bank statements	2024-05-12	Medium	Reconcile all outstanding transactions for Q1	John Smith	2024-06-01	Completed	
3	Lack of data backup policy	2024-05-12	High	Establish formal backup procedures	Amira Li	2024-06-25	Not Started	Scheduled for next team meeting

Important Notes:

- This template helps track the remediation process for each audit deficiency.
- Clear assignment of responsibility and deadlines is critical for effective follow-up.
- Status updates should be reviewed regularly to ensure timely resolution.
- Proper documentation supports future audit cycles and compliance efforts.