

Audit Finding Resolution Timeline Chart

Document Title	Audit Finding Resolution Timeline Chart
Date of Audit	2024-04-10
Audited Department	Finance Department

Timeline of Audit Findings Resolution

Finding No.	Description	Responsible	Target Date	Status	Resolution Date
1	Insufficient backup documentation for expense claims	Finance Manager	2024-05-01	Resolved	2024-04-28
2	Delayed monthly reconciliations	Accountant	2024-05-10	In Progress	N/A
3	Lack of segregation of duties for payments	HR Manager	2024-05-25	Open	N/A

Important Notes

- This chart assists in tracking the resolution status of audit findings.
- Accountability is clarified by listing the responsible personnel for each finding.
- Adhering to target dates ensures timely remediation of identified issues.
- Status and resolution dates should be regularly updated for accuracy.
- This document serves as a record for follow-up audits and management reviews.