

Audit Finding Resolution Timeline Chart

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| 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.