

Action Plan Progress Audit Follow-Up Document

General Information

Audit Title	Internal Controls Audit 2024 Q2
Date of Follow-up	2024-06-15
Auditor(s)	Jane Smith, John Doe
Department	Finance

Action Plan Progress Table

Issue / Finding	Action Plan	Responsible Person	Target Date	Current Status	Comments
Delayed invoice processing	Implement electronic approval workflow	A. Lee	2024-04-30	Completed	Workflow system launched and in use since May.
Lack of segregation of duties	Assign reconciliation tasks to different staff	B. Kumar	2024-05-15	In Progress	Awaiting training for new staff.
Inadequate backup documentation	Develop documentation checklist	C. Wang	2024-06-01	Not Started	Checklist draft scheduled for July discussion.

Additional Updates

Key Challenges	Staff turnover, resource constraints
Support Needed	Additional training, IT support
Next Follow-up	2024-09-15

Important Notes

- This document serves as a record of action plan progress and supports continuous improvement following audit recommendations.
- Updates should be made regularly until all action items are completed and verified.
- Responsible persons must provide timely updates and relevant supporting evidence where required.
- Keep this document accessible for audit trail and future reference.
- Confidentiality and integrity of information should be maintained at all times.