

# Detailed Response Format for Audit Follow-Up

Reference	AFU/2024/001
Department	Finance
Date	2024-06-12
Audit Observation	During the last internal audit, it was found that vendor payments were processed without adequate supporting documentation in 10% of reviewed samples.
Original Recommendation	Ensure all vendor payments are accompanied by complete supporting documents before approval and implement periodic compliance checks.

## Management Response

We acknowledge the audit observation. An internal review was immediately initiated to identify lapses in the documentation process. The following corrective actions have been taken:

- Updated payment approval workflow to include mandatory documentation checks.
- Communicated the updated process to all Accounts Payable personnel.
- Designated compliance officer to review payment batches weekly.

## Corrective Actions Implemented

Action	Responsible	Status	Date Implemented
Review and update payment procedure manual	Finance Manager	Completed	2024-05-22
Training for Accounts Payable team	HR / Finance	Completed	2024-05-25
Scheduled weekly compliance review	Compliance Officer	Ongoing	2024-06-01

## Current Status and Evidence

**Status:** Implemented

**Evidence Attached:** Updated procedure manual, training attendance records, and weekly compliance review logs.

## Further Action Required

Ongoing monitoring will continue to ensure consistent compliance. Next internal audit scheduled for 2024-09.

## Important Notes

- Ensure each response references the specific audit observation and recommendation.
- Document all corrective actions and provide evidence where possible.
- Assign responsibility and timeline for each action item.
- Review and update this document regularly as the status of actions evolve.

- Maintain transparency and clarity for future audits and accountability.