

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.