

# Status of Previous Audit Findings

No.	Audit Finding	Recommendation	Responsible Person/Dept.	Action Taken	Status	Remarks
1	Inventory records were not updated regularly.	Implement a monthly reconciliation process.	Inventory Manager	Monthly reconciliations initiated from Jan 2024.	Implemented	Records up to date as of May 2024.
2	Lack of approvals for overtime claims.	Require manager's signature for all overtime forms.	HR Department	New overtime form with approval section introduced.	In Progress	Full implementation expected by July 2024.
3	Access control system logs not reviewed.	Designate IT staff to review logs weekly.	IT Department	Staff assigned, reviews started.	Implemented	Log review reports filed monthly.

## Important Notes

- This document provides a structured follow-up on prior audit findings to ensure accountability and track progress.
- Statuses should be updated regularly to reflect current actions taken and completion of recommendations.
- Clearly assigning responsibility helps in monitoring and ensures ownership of action items.
- Remarks section should capture additional information, challenges, or next steps.
- This format helps demonstrate commitment to continuous improvement during future audits.