

Audit Exception Register Table: Key Data Fields

#	Audit Reference No.	Date Identified	Audit Area/Process	Audit Exception / Observation	Risk Rating	Management Response	Action Owner	Target Completion Date	Status	Date Closed
1	AUD/2024/001	2024-03-15	Procurement	Missing approval signatures on purchase orders	High	All future POs to be routed via electronic approval	Procurement Manager	2024-04-30	Open	
2	AUD/2024/002	2024-03-17	Payroll	Late submission of payroll documents	Medium	Implement reminder system for deadlines	HR Supervisor	2024-05-15	In Progress	
3	AUD/2024/003	2024-03-22	Inventory	Physical stock count discrepancies	High	Monthly reconciliations to be conducted	Inventory Controller	2024-05-31	Closed	2024-05-28

- This register tracks exceptions noted during audits, management responses, and remediation progress.
- Each exception should have an assigned action owner and target date for resolution.
- Status updates must be provided regularly to ensure accountability.
- Risk ratings help prioritize remediation efforts.
- Retention of closure evidence is critical for follow-up audits.