

Comprehensive Audit Exception Register Template

Audit Details

Audit Name	Year-End Financial Audit 2024	Prepared By	Jane Doe
Department	Finance	Date	2024-06-10
Review Period	January 2024 - May 2024		

Exception Register

#	Description of Exception	Reference / Evidence	Root Cause	Risk / Impact	Recommendation	Responsible Person	Action Plan	Status	Target Completion
1	Unreconciled bank transaction	Reconciliations Report, 23-Apr-2024	Delayed bank statement receipt	Possible misstatement of cash balance	Ensure timely retrieval of statements and monthly reconciliations	Finance Supervisor	Coordinate with bank for e-statements access	Open	30-Jun-2024
2	Missing approval on purchase order	PO #4893	Manual oversight	Non-compliance with procurement policy	Implement system-based approval workflow	Procurement Head	Upgrade to digital PO approval system	In Progress	31-Jul-2024
3	Exceeding department expense limits	Expense Report Q1 2024	Lack of budget monitoring	Risk of budget overrun	Set up automated budget alerts	Budget Officer	Deploy budget tracking software	Closed	28-May-2024

Important Notes

- This register must be updated regularly to reflect ongoing audit findings and resolution status.
- Clear assignment of responsibility and defined action plans are vital for timely resolution of exceptions.
- All supporting evidence should be referenced for traceability and review purposes.
- Regular management review of this document facilitates accountability and helps track audit progress.
- Recommendations should be specific, actionable, and address identified root causes.