Exception Register Sheet

Audit Issue Tracking Format

#	Audit Issue Description	Date Identified	Risk Rating (High/Med/Low)	Responsible Person/Department	Action Plan / Remediation
1	User access controls are not reviewed regularly for critical systems.	2024-05-04	High	IT Security	Implement quarterly user access review schedule; update policy documentation by 2024-06-15.
2	Outdated software versions found on ten workstations.	2024-05-07	Medium	IT Operations	Rollout latest software updates by 2024-06-01; communicate update policy to staff.
3	Minor discrepancies in petty cash records.	2024-05-10	Low	Finance	Conduct reconciliation and provide staff training on cash handling.

Additional Information:

Audit Conducted By	Jane Doe	**Date of Report**	2024-06-10
Period Covered	Q2 2024	**Report Reference**	EXR-2024-06

Important Notes:
- This register should be kept up-to-date as audit issues are identified and resolved.
- Risk ratings help prioritize actions based on potential business impact.
- Responsible parties must be assigned and regularly updated to ensure accountability.
- Document follow-up and closure dates for each issue to track progress effectively.
- Maintain supporting evidence for each remediation action taken.