

# Exception Tracking Register

## Audit Findings Documentation

#	Audit Reference	Description of Finding	Risk/Impact	Responsible Person/Dept.	Action Plan	Target Date	Status	Remarks
1	AF-2024-001	Missing approval signatures on expense reports	Potential for unauthorized payments	Finance Dept.	Implement mandatory digital approvals	2024-07-01	Open	Awaiting system update
2	AF-2024-002	Outdated software on workstations	Security vulnerabilities	IT Dept.	Initiate software updates company-wide	2024-06-15	In Progress	Phase 1 completed
3	AF-2024-003	Lack of periodic asset verification	Risk of asset misappropriation	Admin Dept.	Schedule quarterly asset audits	2024-09-30	Open	Policy draft under review

### Important Notes

- The Exception Tracking Register must be updated regularly to reflect progress and resolution.
- All findings require a designated responsible person or department for follow-up.
- Clear documentation of action plans and expected completion dates is critical.
- Status should be continuously monitored and overdue actions escalated if necessary.
- Accurate remarks provide context and assist in future audits and compliance checks.