

# Summary Table of Key Audit Findings

No.	Area/Process	Key Finding	Implication	Risk Level	Status
1	Procurement	Lack of proper documentation for vendor selection and bid evaluations.	Potential non-compliance with procurement policy and risk of favoritism.	High	Open
2	Finance	Delayed reconciliation of bank statements for Q1 2024.	Increased risk of undetected errors or fraud.	Medium	Open
3	IT Security	Outdated antivirus software on 15% of workstations.	Exposes organization to malware threats.	High	In Progress
4	Human Resources	Incomplete employee training records for new regulatory requirements.	Non-compliance with legal obligations and penalty risk.	Medium	Open
5	Asset Management	Physical inventory not performed in past 12 months.	Assets may not be properly safeguarded or accounted for.	Low	Closed

## Important Notes

- This table summarizes the critical audit findings and should be reviewed by management for timely action.
- Each finding includes its risk level and current status to prioritize corrective measures.
- The detail and clarity of findings aid in effective follow-up and accountability.
- Regular updates to this document ensure transparency and track progress on remediation.